



# student handbook

2017 | 2018

LAFAYETTE  
COLLEGE



Lafayette College reserves the right in its sole judgment to amend any policy or program described herein without prior notice to persons who might thereby be affected. At its sole option, the College may suspend or eliminate courses, academic departments, or degree programs; change curricular offerings, graduation requirements, and regulations on standing of students; alter its class schedule and academic calendar; or make changes of any nature whenever in its judgment such changes are desirable for any reason. The provisions of this publication are not to be regarded as an irrevocable contract between the College and the student. Payment of tuition or attendance at any classes shall constitute acceptance by the student of the College's rights as set forth in this paragraph.

Lafayette College complies with all applicable federal and state legislation and does not in any way discriminate in educational programs or in employment on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, gender identity and expression, or sexual orientation. Students who believe that they or others have been a victim of discrimination should utilize the grievance procedure described on page 55 in Title VI, IX, and Sec. 504

Produced by the Division of Communications for the Division of Campus Life, Feather House, Easton, PA 18042; (610) 330-5082. 7/16 REV.

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## ALMA MATER

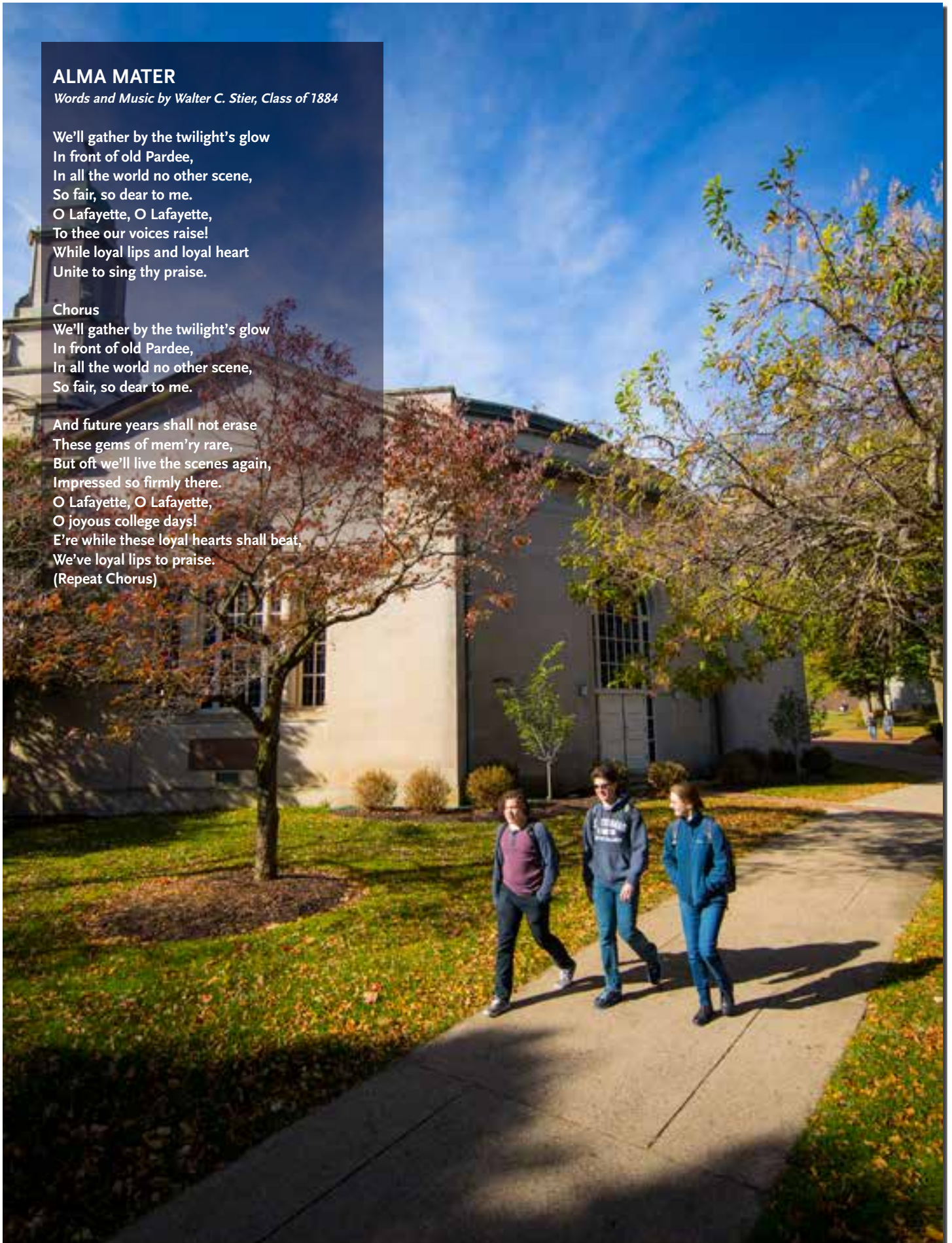
*Words and Music by Walter C. Stier, Class of 1884*

We'll gather by the twilight's glow  
In front of old Pardee,  
In all the world no other scene,  
So fair, so dear to me.  
O Lafayette, O Lafayette,  
To thee our voices raise!  
While loyal lips and loyal heart  
Unite to sing thy praise.

### Chorus

We'll gather by the twilight's glow  
In front of old Pardee,  
In all the world no other scene,  
So fair, so dear to me.

And future years shall not erase  
These gems of mem'ry rare,  
But oft we'll live the scenes again,  
Impressed so firmly there.  
O Lafayette, O Lafayette,  
O joyous college days!  
E're while these loyal hearts shall beat,  
We've loyal lips to praise.  
(Repeat Chorus)





## STATEMENT ON RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Statement on the Rights and Responsibilities of Students at Lafayette College and the Code of Conduct set forth the philosophical basis for the governing of student conduct at Lafayette and specify certain regulations agreed upon by students, faculty, administrative officers, and trustees for the general welfare of the community. They also delineate areas of responsibility for the students. In all matters of personal conduct, whether in academic work or social life, students are expected to be responsible members of the College community and to contribute to the best development of other students and the College as a whole.

### STATEMENT ON THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Statement on the Rights and Responsibilities of Students was written by a committee appointed especially for that purpose. Before its adoption, it was reviewed by the Student Council and the faculty. These two groups approved the statement and, on May 31, 1968, the Board of Trustees adopted it as the official College Statement on Student Rights and Responsibilities. It was modified in 1973, 1978, 1983, and 2004 by concurrent action of the Student Government, the faculty, and the Board of Trustees.

#### PREAMBLE

The chartered functions and the goals of Lafayette College include the transmission of knowledge, the pursuit of truth, and the creation of an atmosphere conducive to the development of students. The College recognizes that education takes place not only in the classroom, but in the library, in meeting rooms, on the playing fields, and in residence halls.

Freedom of inquiry and freedom of expression are indispensable to the attainment of the goals of Lafayette College. All members of the College community share the responsibility to secure and to respect general conditions conducive to enjoyment of these freedoms. As members of this community, students are encouraged to develop the capacity for critical judgment and for the independent search for truth. They should exercise their freedom in such a way as to preserve the freedom of others and with regard for the good of the whole community.

#### I. FREEDOM OF ACCESS TO EDUCATION

Admission to Lafayette College is competitive. Admission policies are established by the faculty on recommendation of the Enrollment Planning Committee. Admission is offered to those applicants who are judged best able to benefit from a Lafayette education on the basis of high school record, examination scores, evidence of good character, leadership potential, and other personal qualities. The College prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, or disability. (Please refer to page 55 for grievance procedure.) By matriculating at Lafayette, the student signifies willingness to contribute to the learning of others, to promote the welfare of the College, and to adhere to the regulations established by the College. The facilities and services of the College are available to all Lafayette students.



## II. IN THE CLASSROOM

At Lafayette, students are encouraged to engage in free discussion, inquiry, and expression. Student performance is evaluated solely on academic achievement, including adherence to the traditional canons of scholarly honesty and integrity, and not on unrelated opinions or conduct. While they are responsible for maintaining standards of academic performance established for each course in which they are enrolled, students have the right to be informed of the procedures or standards by which they are to be graded. Students who believe that they have been subjected to prejudice or capricious academic evaluation may ask a professor to explain any grade and, if they remain dissatisfied, may appeal for a review of their performance and grade to the head of the department in which the course is given. If they are still dissatisfied, students may then appeal to the Academic Progress Committee (contact the Office of Advising and Co-Curricular Programs). In appealing, students may enlist the aid of any willing faculty member.

Students who cheat on examinations, plagiarize, or are otherwise dishonest, or who help others to do so, are subject to disciplinary action.

## III. STUDENT AFFAIRS FREEDOM OF ASSOCIATION, INQUIRY, AND EXPRESSION

Students are free to organize and join associations to promote their common interests, and student organizations may be accorded use of College facilities and resources when available so long as such interests and use are compatible with the purposes and function of the College. Extracurricular organizations must be approved by student government, subject to faculty review. All extracurricular organizations are encouraged to seek the advice of faculty members, and student living groups must have faculty advisers elected by their members. All student organizations must have constitutions and must adhere to their stated purposes. If student organizations are affiliated with organizations outside Lafayette College, the relationships must not interfere with objectives and activities of the College. Any organization that recruits or selects students for its membership must not be operating in violation of any College policy, including the Policy Prohibiting On-Campus Student Participation in Unrecognized Greek Organizations.

No campus organization, including fraternities and sororities, may discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, or disability. Religious qualifications, however, may be required by organizations whose aims are primarily sectarian. Greek-letter organizations and athletic teams, by federal Title IX allowances, are exempt from the gender discrimination provision.

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes

by orderly means, including any means of peaceful assembly or advocacy, which do not interfere with or disrupt the operations of the College.

Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the College, or to obstruct and restrain other members of the College community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All members of the Lafayette College community are under a strong obligation to protect its processes from these tactics.

Student organizations may invite speakers of their choosing.

They should consult with a responsible representative of the College, such as the dean or faculty adviser of the organization, to insure that there is orderly scheduling of the facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to the academic community. While students are expected to follow procedures prescribed by the College with respect to requesting facilities for their programs, the College shall not use its control of facilities as a device for censorship. The College has affirmed that faculty members and students shall enjoy freedom in their teaching, learning, and research. Speakers are brought to campus to allow consideration of a wide range of opinions in a forum of free inquiry; the appearance of a speaker on campus in no way indicates agreement with their views or endorsement of their position.

## STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

Students are free, as individuals and as groups, to express their views on matters of College policy and on other issues of interest to them. The Student Government, the campus newspaper, and other organizations provide forums for discussion and orderly means for the communication of opinion to the College authorities. Other avenues for expression and communication may be developed as the need arises.

## STUDENT PUBLICATIONS

Lafayette College regards student publications as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the College community and of formulating student opinions on campus issues and world affairs.

Since Lafayette meets this commitment by providing funds and facilities for these activities, it may have to bear legal and financial responsibility for the content and operation of the publications. Within the limits imposed by this responsibility, Lafayette is committed to freedom of expression in order that student publications may maintain their integrity of purpose.

The freedom of student editors and managers entails corollary responsibilities to be governed by the canons of

responsible journalism, such as the avoidance of libel, slander, obscenity, undocumented allegations, and the techniques of harassment and innuendo. All student publications must explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or student body. For the protection of the editorial freedom of student publications, the College subscribes to the following safeguards:

1. The student press is free of censorship and advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for the aforementioned causes are editors and managers subject to removal and then by orderly procedure.

#### **IV. EXERCISE OF RIGHTS OF CITIZENSHIP: INSTITUTIONAL AUTHORITY AND LEGAL PENALTIES**

Lafayette College students are both citizens and members of the academic community. As citizens, they enjoy the same rights—for example, freedom of speech, peaceful assembly, and right of petition—and obligations that other citizens enjoy and, as members of the academic community, they are subject to the rights and obligations that accrue to them by virtue of this membership. College authority is not employed to inhibit the exercise of rights of citizenship either on or off campus, but neither do students have special rights with respect to the use of campus quarters and the employment of the College as sanctuary.

Actions of students may, upon occasion, result in violation of law and incur penalties prescribed by civil authorities. In such cases, College officials are prepared to apprise students of sources of legal counsel and may offer such other assistance as appropriate. The authority of the College will not be used merely to duplicate the function of general laws. There may be instances where violation of the public law by a student may affect adversely the interests of the College. Under such circumstances, the College may take disciplinary action. When the authority of the College is so asserted, the student is entitled to the Procedural Standards in Disciplinary Proceedings described in the following sections. The student who, in the course of off-campus activity, incidentally violates institutional regulations such as those relating to class attendance will be subject to no greater penalty than normally would be imposed.

Students are representatives of Lafayette College, and conduct away from campus can reflect upon Lafayette as well as upon the individual. College action is independent of external pressure.

#### **Process for Considering the College's Response to Matters of Grave Social or Moral Concern Raised by Members of the Lafayette Community:**

The process below was approved by the Board of Trustees on Jan. 27, 2007.

When members of the Lafayette community believe that matters of grave moral or social concern exist that warrant an institutional response, they may bring these matters to the attention of the Board of Trustees pursuant to the following procedures.

Faculty members may bring such issues to the faculty through a designated faculty committee, or may ask for faculty action directly by calling for a vote of the full faculty (during a faculty meeting). Students may bring such issues forward through a process identified by Student Government. Administrators and staff members may bring such issues forward through a designated administrative officer. If the faculty, Student Government, or administrative officer concludes that the issue is of grave moral or social concern to warrant an institutional response, they shall forward such recommendation to the president who shall convene a College-wide ad hoc committee to consider the issue.

The College-wide committee shall include, but not necessarily be limited to, two faculty members identified in advance by the faculty to serve on this committee, the president of Student Government, the general counsel, the chaplain (or other members of the community to be identified as we refine this process). The committee will consider whether the issue presented meets the threshold of “grave moral or social concern that warrants an institutional response.” If the committee concludes that the issue meets that threshold, the committee will forward its recommendation to the president.

Upon receiving the recommendation of the College-wide committee, the president will consider whether he/she believes that the concern at issue is sufficiently grave and is one that warrants an institutional response. The president will then forward his/her recommendation in writing to the Board of Trustees.

The chairman of the board may form an ad hoc committee of the Board of Trustees to determine whether the issue is sufficiently grave and is one that warrants an institutional response and, if so, to recommend to the Board of Trustees appropriate institutional action.

## STUDENT RECORDS

The academic records of students are maintained in the Office of the Registrar. These records contain the chosen degree program, all course registrations, grades and credits received, transfers of academic credits from other institutions, academic honors and awards, dates of attendance, notations of voluntary or involuntary withdrawals and readmissions, and a statement of graduation.

The preceding data are displayed on academic transcripts. Records in the Office of Advising and Co-Curricular Programs include application for admission, copies of correspondence, records of interviews, and other materials that may be useful in advising a student. These elements of the records are protected by the Family Educational Rights and Privacy Act.

The deans, other administrative officers, and faculty members are asked from time to time to evaluate students and alumni in connection with applications for employment, admission to graduate and professional schools, or for other

reasons. Persons who provide such statements are responsible to the recipient and to the subject equally, to be scrupulously honest and fair in their judgment. The listing of an office or officer of the College as a reference is regarded as authorization to furnish a full and frank evaluation.

Copies of midterm grade reports (D and F grades only) are available online. Final grades are available online at the end of each term. Students wishing to obtain a printed copy of the report can request one from the Office of the Registrar prior to the end of the term.

College policies and procedures governing access to student records and the release of information contained therein are consistent with the Family Educational Rights and Privacy Act.

**For more details, see Appendix I, *Policy on Student Records*, page 67.**



## STUDENT CODE OF CONDUCT

The current version of the Lafayette College Student Code of Conduct (The Code) was revised by a committee of students, faculty, and College administrators and has been adopted by the faculty of Lafayette College. The committee wishes to acknowledge the wealth of professional resources that were invaluable to this process, including “A Twenty-First Century Model Student Conduct Code,” The NCHERM Group Model Code Project, the Association for Student Conduct Administrators (ASCA), and the many colleagues and institutions whose conduct codes were consulted in an effort to incorporate best practices.

The Office of Student Conduct and the Office of Advising and Co-Curricular Programs will collect suggested revisions and updates to this code from the College community, but especially from those individuals and committees responsible for carrying out the conduct procedures outlined in this code, on an annual basis. Those revisions that require a vote of the faculty will be brought to the proper committee(s) for consideration. Those revisions that do not require a vote of the faculty will be brought to the proper committee(s) for inclusion in their annual report(s) to the faculty. A comprehensive review of the code will be conducted every five years and will be led jointly by the Office of Student Conduct, Office of Advising and Co-Curricular Programs, and the chairs of the faculty committees responsible for carrying out the procedures outlined in this code.

The following policies and procedures are in effect from July 15, 2017, until further revisions are made. The College reserves the right to make changes to the code at any time. The most recent version of the code can be found on the College’s website.

### INTRODUCTORY STATEMENT

An important aspect in attending College is the exercise of responsibility in a dynamic community of learning. Students, therefore, are expected to be honorable, ethical, and mature in every regard, and to have consideration for the welfare of others as individuals and for the community as a whole. In addition to exhibiting maturity and self-control, students and student organizations are expected to so conduct themselves that they cause no physical, emotional, or mental harm to others; that they neither break laws nor contribute to the delinquency of others; and that they do not destroy property. Participation in any activity that harms or demeans others may lead to dismissal of individuals and dissolution of groups. The College expects students individually and in organizations to adhere to this basic requirement through the use of judgment and good will. Membership in the Lafayette community is a privilege, and those failing to meet this expectation may be refused continued membership in the community.

Since Lafayette is a residential college, the students and faculty have joined in establishing rules and regulations as a guide to group living. These rules are based on experience and should be changed when experience indicates it desirable. At any particular time, however, they are to be accepted as stated and adhered to by students. Responsibility for the creation and enforcement of the rules rests on all members of the academic community: students, faculty, and administrative officers.

Lafayette College is interested in furthering the intellectual and personal growth of its students and in encouraging them to undertake responsibility.



One of the challenges of leadership of campus organizations is to assume the responsibility for the maintenance of campus regulations. College rules should serve as a guide for high personal standards and are not designed to deprive the individual of the necessity to develop their own set of higher standards and to exercise their own self-discipline.

## SCOPE OF THE CODE

The Code of Conduct applies to all behavior by individual students, their guests, and recognized or unrecognized student organizations that occurs on College-owned or operated property including, but not limited to, in classrooms and at College-sponsored or recognized events and activities, regardless of location. This includes events or activities held by College-recognized student organizations, regardless of location.

For the purposes of enforcing the Code of Conduct, students are accountable to the code from the time they are notified of their acceptance to the College until they receive their degree, resign, or are expelled from the College. This includes conduct that occurs between semesters, while a student is on a temporary leave (voluntary or involuntary), or has been suspended from the College. An individual who has been awarded their degree, resigned, or otherwise separated from the College may still be held accountable to the Code of Conduct for behavior that occurred while that individual was a student, even if the behavior is not discovered until after the individual has been awarded their degree, resigned, or otherwise been separated from the College. The College may proceed with conduct procedures even while a student is on a temporary leave from the College, or after a student has resigned from the College.

In addition to the Code of Conduct, students are also accountable to Lafayette College Policies, including the Lafayette College Policy on Sexual and Gender-based Harassment and the Lafayette College Policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking. These policies and relevant procedures may be found on page 41.

The College may hold students and organizations accountable to the Code of Conduct and additional policies for behavior that occurs off campus.

## STUDENT CONDUCT POLICIES

The behaviors described in this section are in conflict with the principles of the Introductory Statement of this Code. When information is brought to the attention of the College that suggests a student or student organization has violated one or more of the following policies, the respondent will be subject to the conduct procedures outlined in this code. Incidents involving alleged sexual assault, sexual harassment, domestic violence, dating violence, or stalking are, in addition, subject to the Lafayette College Policies on Sexual Assault and Sexual Harassment, which can be found in the *Student Handbook* on pages 41 and 34 respectively.

## ACADEMIC INTEGRITY

Students at Lafayette are part of a broader academic community, with a shared set of values and assumptions, and united by the common goals of acquiring and advancing knowledge. Within that community are many smaller, specialized communities, each with its own specific conventions for working and communicating. In general, however, intellectual endeavor involves discussing the ideas that others have already expressed; striving to understand them more deeply; applying those ideas to new and far-reaching problems; and respectfully challenging those ideas and attempting to extend or even replace them in light of new discoveries.

We at Lafayette share the values of the academic community, which (among other things) require us to acknowledge the contributions that others have made and to continue to add to ongoing intellectual conversations. Failure to uphold these values, either intentionally or inadvertently, is a violation of the community's standards. Moreover, certain violations of the community's standards clearly rise to the level of academic dishonesty and can have serious consequences.

While not an exhaustive list, the following actions are examples of academic dishonesty:

1. Submitting work that was done by someone else and allowing your professor, classmates, or other members of the Lafayette community to believe that the work is yours is an act of academic dishonesty. This includes published or unpublished writings, words, images, computations, data, analysis, artworks, performances, videos, computer code (including open source code or code described in textbooks, blogs, and discussion groups), or other products of a person's intellectual work.
2. Incorporating, in whole or in part, someone else's ideas, writings, words, images, computations, data, analysis, artworks, performances, videos, computer code, or other products of a person's intellectual work into your own and allowing others to believe that you created those words, tables, images, etc., is an act of academic dishonesty.
3. Purchasing or attempting to purchase someone else's work, or arranging to have your own academic work done in whole or in part by someone else, with or without compensation, is an act of academic dishonesty.
4. Student performance can be assessed in a number of venues (e.g., tests, quizzes, lab work, homework, presentations, performances, etc.). In these settings, additional examples of academic dishonesty include, but are certainly not limited to: re-using material from previous courses without the explicit permission of the current course instructor; engaging in unauthorized collaboration with other students (including online discussion groups); copying answers from other students; accessing electronic messages or online content without the instructor's permission; altering or misrepresenting experimental data, and programming

calculators to store equations and other information; using the textbook or your instructor's solutions, using instructors' versions of textbooks, or using previously administered tests without the instructor's permission.

For helpful information, see Appendix II, *How to Avoid Plagiarism*, page 70.

A student who is found responsible for violating the Academic Integrity Policy may receive a range of possible sanctions, including suspension or expulsion. Finally, the underlying principle is one of intellectual honesty. If a person is to have self-respect and the respect of others, all work must be his/her own.

## ALCOHOL

Lafayette College embraces a broad educational mission that focuses on the nurturing of the inquiring mind in an environment that integrates intellectual, social, and personal growth. Recognizing that the abuse of alcohol and other drugs is detrimental to this mission, the College strives to educate students concerning the dangers of alcohol and other drug abuse and the importance of making healthy and responsible choices. In addition to regulating the use of alcohol on its properties, the College encourages and supports the efforts of students and student organizations to sponsor alcohol-free social events that are open to the College community.

Lafayette College reserves the right to regulate the use of alcohol on its properties. The Division of Campus Life is responsible for the clarification, interpretation, and implementation of the Alcohol Policy.

1. **Legal Age:** The attempted or actual purchase, consumption, transportation, or possession of alcoholic beverages by a person under 21 is prohibited.
2. **False Identification:** Using or attempting to use an identification card falsely representing oneself as being 21 years of age or older for the purpose of obtaining alcohol or obtaining entrance to a facility that serves alcohol is prohibited.
3. **Residence Halls and Private Rooms:** Alcohol may not be present in the common areas of residence halls (i.e., lounges, recreation rooms, etc.), without advance permission from the vice president for Campus Life or the dean of students.
4. **Sale of Alcoholic Beverages:** The unlicensed sale of alcoholic beverages is prohibited. This includes the selling of tickets to events where alcoholic beverages are provided, charging admission, or accepting donations for any activity involving alcohol. Students and student organizations may not use College funds to purchase or provide alcohol at social events, either on or off campus.

5. **Open Container:** Possession of open containers of alcohol on the grounds outside any College-owned or College-operated property, including residence halls, College-owned or College-operated off-campus residences, athletic fields or fraternities and sororities (including balconies and backyards) is prohibited by College policy and City of Easton ordinance. Exceptions must be approved by the vice president for Campus Life or the dean of students.

6. **Common Sources of Alcohol:** Bulk containers, such as kegs or any alcohol dispensing-device requiring a tap, are not permitted anywhere on College-owned or operated property at any time.

7. **Providing Alcohol to Minors:** Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student or student organization that serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Lafayette College Code of Conduct while that person is under the influence of alcohol.

8. **Irresponsible Use of Alcohol:** Activities or possession of items that promote the rapid or excessive consumption of alcohol (i.e., funneling, drinking games, chugging contests, etc.), serving alcohol to intoxicated persons, public drunkenness, and/or events where there is pressure or an expectation to consume alcohol are prohibited. Serving, possessing, and/or consuming grain alcohol is prohibited.

9. **Advertisements:** Neither direct nor implied references of any kind to the availability of alcohol at an event may be made in any publicity for the event.

10. **Program Co-sponsorship:** The College ordinarily will not enter into sponsorship of College activities, programs, or events with firms whose primary purpose is the manufacture, sale, or distribution of alcoholic beverages.

## POLICY FOR STUDENT ORGANIZATION EVENTS INVOLVING ALCOHOL

Student organizations that intend to host social events at which alcohol is present must adhere to the guidelines outlined. The Division of Campus Life should be consulted for policy interpretation and clarification. Student organizations that violate the College's Alcohol Policy should expect to receive sanctions as outlined in this code.

Some student organizations are accountable to external organizations. The College's Alcohol Policy does not preclude those student organizations from complying with the risk management guidelines imposed by their external organizations and/or insurance carriers. The College encourages these organizations to follow all of their risk management policies pertaining to alcohol, drugs, hazing, sexual assault, etc. Student organizations should consult the guidelines of their external organizations (if applicable) prior to planning an event with alcohol. If the College becomes aware

or suspects that a student organization has violated its own risk management guidelines, any external organization's leadership or appropriate representatives may be notified. It should be noted, however, that if an organization's external organization has policies that are less restrictive than those of the College, the College policies must be adhered to.

**1. Organization Events:** Any activity for which the organization pays, directly or indirectly, constitutes an event sponsored by that organization. Also, any event or activity that takes place in an organization's house (where applicable) is the responsibility of the organization. Other factors may be considered by the case administrator or committee in determining whether an event is the responsibility of an organization including, but not limited to, attendance at the event, publicity for the event, and reasonable perception of those in attendance or aware of the event. Organizations that use any private, off-campus facility to host social events may be held accountable by the College for violations of city and Commonwealth laws as well as the applicable policies outlined in the Code of Conduct.

**2. Organization Responsibility:** An organization sponsoring an event is responsible for ensuring that the Alcohol Policy is observed, and it will be held responsible for violations of the Policy by individuals in attendance whether or not those attendees are current Lafayette students. Each case will be judged, however, based on the efforts of the organization to ensure compliance. Individual students who violate these rules will be held accountable and, when appropriate, both individuals and organizations will be subject to the conduct process.

**3. Time Parameters:** The Alcohol Policy is in effect at all times, including interim and summer sessions and periods when classes are not in session. A social event with alcohol may last for a maximum of four (4) hours and may be scheduled between 5 p.m. on Friday and 2 a.m. on Saturday or from noon on Saturday to 2 a.m. on Sunday. Hosts of social events must insure that alcoholic beverages are not served or present after 2 a.m. There will be no alcohol served or present at social events from Sunday 2 a.m. until Friday 5 p.m. Also, alcohol may not be served between the hours of 2 a.m. and noon on Saturday. Any activity meeting the definition in "1" above is prohibited during the week if alcohol is served or available. Social events are allowed during the week if alcohol is neither served nor consumed.

**4. Distribution of Alcohol:** It is not uncommon for the majority of those in attendance at social functions to be under 21 years of age; therefore, hosts must identify an alternate location, separate from the main party room, for alcohol to be served and consumed. Only those 21 or older may enter this room. Wristbands must be provided at the entrance of this room for age verification purposes. The bartender, with training approved by the College, is responsible for all distribution of alcohol and must serve individuals in a

responsible manner and only one drink at a time. No one will be permitted to take alcohol into the main party room, and underage guests may not bring alcohol to the event.

**5. Security and Safety:** A minimum of two professional security personnel must be employed by the organization to be present during any social event at which alcohol is served or present (the Office of Student Leadership and Involvement will assist in identifying agencies that provide such services). One professional will be stationed at the entrance to the room where alcohol is being served and consumed, with the responsibility for checking Lafayette College IDs and a College birthday book, and monitoring the flow of students into that room. The second professional will provide assistance where needed, in addition to serving as a monitor for the event. The organization must also have a minimum of four of its members designated to maintain security during the entire event. These members will remain alcohol-free during the entire event. The student security personnel will be stationed at appropriate locations to insure that the host is complying with this Policy, that is: monitoring the flow of individuals in and out of the facility or party area; prohibiting those visibly intoxicated from entering; insuring compliance with the maximum capacity limit of the facility or party area; and checking that all guests are either members of the Lafayette College community or their invited guests. The Office of Public Safety will patrol campus and periodically monitor social events at which alcohol is present. College officials reserve the right of access to all areas of any facility on its properties at any time. The use of early warning systems is prohibited.

**6. Quantity of Alcohol:** The quantity of alcohol permitted at a social event shall be limited for the number of persons of legal age expected to be present at the event. A reasonable amount of alcohol is that quantity sufficient to serve each person of legal age one drink (12-oz. beer @ 4-5% ABV; 6-oz. wine @ 11-12% ABV; 1.5-oz. hard liquor @ 40% ABV) per hour of the event.

**7. BYOB Events:** College policy prohibits bring your own (BYOB) events without the advanced permission of the vice president for Campus Life or the dean of students.

**8. Event Notification:** College officials must be notified three weeks in advance of social events at which alcohol is to be served. This serves to inform College officials of events of sufficient size to require additional security. Event registration forms are available through the Office of Student Leadership and Involvement.

**9. Training:** All individuals listed on the event registration form assisting with events serving alcohol must have completed Tips training prior to the date of the event but within the current academic year.

**10. Food and Alternative Beverages:** Social function hosts must provide sufficient food and nonalcoholic beverages (other than water) in proportion to the number of people in attendance throughout the function. These must be readily



available at the same location and displayed with prominence during the duration of the event.

**11. Cleaning Responsibilities:** All debris resulting from a social event, within the immediate vicinity of that event, must be cleaned up no later than 9 a.m. the following day by the student organization that sponsored the event.

### GOOD SAMARITAN POLICY

In the event that a student or student organization assists a Lafayette College student who the reporter believes is intoxicated or is experiencing a drug overdose in procuring Public Safety and/or professional medical assistance, neither the student who is intoxicated or experiencing the drug overdose nor the individual or group who provides assistance for that individual will be subject to College disciplinary action for (1) being intoxicated, (2) using drugs, or (3) having provided that person with alcohol. Students calling for assistance for themselves also will be covered under this policy. This policy refers to isolated incidents only and does not excuse or protect those who flagrantly and/or repeatedly violate the College's Alcohol or Drugs Policies. It applies only to cases of suspected extreme intoxication or other life-threatening circumstances due to alcohol or drugs, and does not extend to related infractions such as assault or property damage and also does not apply to those who have delivered or distributed drugs to another individual. Although student or student organizations covered under this policy will not be subject to the formal conduct process, and the incident will not be included as part of the individual's student file in the Office of Advising & Co-Curricular Programs, individuals involved will be required to meet with an administrator to discuss the incident and may be required to complete educational sessions and/or a substance use assessment at the discretion of the administrator. The incident also may result in notification of parent(s) and/or guardian(s) and will be considered as past conduct history during any subsequent conduct processes. It should be noted that this policy refers only to the application of the Code of Conduct and does not preclude other College or non-College entities from applying their own policies, procedures, and outcomes to the situation. The Good Samaritan Policy does not apply to situations where College administrators, staff, or faculty members observe or report a violation of the Alcohol or Drugs Policies.

### ALCOHOL POLICY REVIEW

The College's Faculty Committee on Student Life will review at the conclusion of each semester the policies and practices outlined above, for the purpose of increasing their effectiveness and maintaining a healthy and safe campus environment.

### ANIMAL CONTROL

The owner/custodian of an animal (dog, cat, etc.) at Lafayette College must keep the animal under control at all times. Behaviors that demonstrate an animal is not being properly controlled include, but are not limited to, when animals are:

1. Roaming the campus unleashed/uncontrolled
2. Entering unauthorized areas such as classroom buildings, residence halls, dining rooms, administrative buildings, and athletic venues
3. Attacking or attempting to attack persons or other animals
4. Causing damage to College property or personal property including, but not limited to, when an owner/custodian fails to clean up and properly dispose of animal waste
5. Causing physical harm to persons or other animals.

**For information regarding service animals on Lafayette's campus, see the Lafayette College Service Animal Policy and the Lafayette College Assistance Animal Policy on the ATTIC/Disability Services website.**

### COLLEGE ID CARD

College-issued identification (ID) cards must be presented when reasonably requested by any College official including, but not limited to, resident advisers, public safety officers, and any other employee of the College acting in that person's official capacity. Lending of one's ID card or punching a hole in it are prohibited. The legal bearer of the card assumes all liabilities arising from its use. Loss should be reported immediately. College-issued ID cards become void upon interruption of enrollment.

**For more information regarding your College ID card, see the back of the card that was issued to you when you became a student.**

### CONDUCT CODE INTEGRITY

Abuse or interference with, or failure to comply with, the conduct process includes:

1. Falsification, distortion, or misrepresentation of information related to a conduct process
2. Destroying or concealing information during a conduct investigation
3. Attempting to discourage an individual's proper participation in, or use of, the conduct process
4. Harassment (verbal or physical) and/or intimidation of any participant of the conduct process prior to, during,

and/or following a conduct meeting, including, but not limited to, retaliation

5. Influencing, or attempting to influence, another person to commit an abuse of the conduct process
6. Facilitating others in violating the Student Code of Conduct or public law
7. Failure to comply with the sanction(s) imposed by the conduct process.

### DAMAGE AND DESTRUCTION

1. The actual or attempted destruction or vandalism of property belonging to the College, another individual, or other entities is prohibited.
2. The failure to report to a College official any and all unintentional damage to property belonging to the College, another individual, or other entities is prohibited.
3. The temporary or permanent building or installation of a structure that has the potential to cause damage to College grounds including, but not limited to, wading pools, tents, and inflatables is prohibited.

### DANGEROUS PRACTICES

1. Actions that create or have the potential to create health and/or safety hazards including, but not limited to, dangerous pranks, hanging out of or climbing from, on, or in windows, balconies, roofs, etc., is prohibited.
2. The use of projectiles on campus, including the recreational or personal use of unmanned aircraft (i.e., drones), that could cause harm to people or property is prohibited.

### DISRUPTIVE BEHAVIOR

Substantial disruption of College or other agency operations, or private citizens, includes, but is not limited to:

1. The obstruction of teaching, research, administration, and/or other College-authorized activities
2. Noise produced by activities or actions of individuals or groups that interferes with the educational purpose of the College, disturbs others, or conflicts with other College or community events.

### DRUGS

1. The possession or use of illegal drugs as defined by federal, Pennsylvania, or Easton laws including, but not limited to, residue or drug material that tests positive for the presence of an illegal drug is prohibited.
2. The manufacture, distribution, or intended distribution of illegal drugs is prohibited.
3. The possession or use of prescription medication in a manner other than is described on the prescription label including, but not limited to, being in possession of or using prescription medication without a prescription is prohibited.

4. The unauthorized distribution or intended distribution of prescription medication is prohibited.
5. The misuse of over-the-counter medications is prohibited.
6. The possession or use of drug paraphernalia (i.e., pipes, bongs, etc.), including those that are homemade is prohibited. Drug paraphernalia includes any device that tests positive for drug residue.

### ELECTIONS

Tampering with the election of any College-recognized student organization is prohibited.

### FAILURE TO COMPLY

Failing to comply with the directives of College officials, resident advisers, law enforcement officials, emergency medical or fire personnel, or authorized agents of the College acting in the performance of their duties is prohibited. This includes directives made through all forms of communication including, but not limited to, the Lafayette email account, campus mail box, and/or home address.

### FALSIFICATION

1. Knowingly providing false information to College officials, law enforcement officials, emergency medical or fire personnel, or authorized agents of the College acting in the performance of their duties is prohibited.
2. Knowingly furnishing or possessing false, falsified, or forged materials, including, but not limited to, documents, accounts, records, permits, identification or financial instruments, and/or misrepresenting oneself as another person is prohibited.

### FIRE SAFETY AND EQUIPMENT

Violation of any federal, state, local, or campus fire policies including, but not limited to:

1. The tampering, theft, misuse, or unauthorized use of any fire safety equipment including, but not limited to, smoke detectors, fire extinguishers, and alarm systems
2. The failure to report immediately to a College official the use (intentional, unintentional, appropriate, or inappropriate) of any fire safety equipment
3. The failure to evacuate a College-controlled building when instructed by an authorized official or upon activation of the building evacuation alarm system
4. Blocking or otherwise preventing use of fire exit doors, accessibility ramps, residence hall room doors, and building hallways
5. Improper use of electrical appliances or wiring that creates a fire hazard

6. The unauthorized use or possession of any open flame (such as a candle) or device that contains a live flame (such as a lamp)
7. Bonfires, open-burning, recreational fires, and other portable outdoor fireplaces (as defined by the International Fire Code as adopted by the City of Easton) are not permitted on College property. The exterior use of charcoal/barbecue grills is allowed. These grills shall be attended at all times and be kept a safe distance from any buildings or structures.

### GAMBLING

Gambling for money or other things of value on College property or at College or student organization-sponsored events except as permitted by law is prohibited. Gambling includes, but is not limited to:

1. Raffles, lotteries, sports pools, and online betting activities
2. Possessing a device used for registering bets
3. Allowing the use of one's space or belongings for the purpose of illegal gambling.

For more information on this policy including when and how some of these activities can take place legally, see the "Fundraising and Games of Chance" policy in the *Student Organization Guide*.

### GUESTS

Guests are individuals who are being hosted on the campus by a currently enrolled student or student organization and/or visiting a student's or student organization's housing, on or off campus. Any violations of College policy or damage to College facilities caused by a guest will be the responsibility of the host, and the host may be held accountable for the actions of the guest.

For information on overnight guests, see Appendix IV, *Office of Residence Life Terms of Contract*, page 75.

### HARASSMENT

Any unwelcome expressive, visual, or physical conduct including, but not limited to, bullying, cyberbullying, stalking, cyber-stalking, threats, and intimidation when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
2. Submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance, or status; or

4. Such conduct has the purpose or effect of creating a hostile environment. A hostile environment is one which is permeated with discriminatory intimidation, ridicule, offensiveness, or insult that is sufficiently severe or pervasive to interfere with an individual's academic or work performance. In order to constitute a violation of this clause, a hostile environment must be subjectively perceived by the complainant and that perception must be reasonable for a person in the complainant's position.

For the purpose of this policy, stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method.

For information on harassment of a sexual nature, see the Lafayette College Policy on Sexual Harassment, page 34.

### HAZING

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. The following list is illustrative of hazing activities that must be avoided in favor of activities that are creative, constructive, meaningful, and safe. Hazing includes, but is not limited to:

1. Pressuring, urging, or encouraging anyone to consume alcohol or drugs
2. Physical activity (e.g., middle-of-the-night calisthenics) that is not a part of an organized group's ordinary activities (e.g., athletic practice)
3. Paddling, shoving, or striking in any manner
4. Pressuring individuals to wear degrading or uncomfortable clothing
5. Force-feeding
6. Disrupting sleep
7. Depriving individuals of regular meals and the opportunity for adequate personal hygiene
8. Individual interrogations such as "rat-court" or "kangaroo-court"
9. Throwing or pouring substances on anyone
10. Any activity that interferes with students' attending class or studying



11. Harassment or disruption of other residences or groups; any form of restriction of a person's freedom of movement; nudity as part of an initiation activity
12. "Lineups" of any type
13. Any activity that intends to or actually degrades, humiliates, ridicules, embarrasses, or intimidates another person.

### INELIGIBLE PLEDGING AND AFFILIATION WITH STUDENT ORGANIZATIONS

Pledging or affiliating with a student organization without having met the eligibility requirements established by the College is prohibited.

### INFORMATION TECHNOLOGY ACCEPTABLE USE

This Lafayette College Policy applies to all users of IT resources owned or managed by Lafayette College. IT resources include, but are not limited to, all College-owned, licensed, or managed hardware and software, as well as the College network, regardless of the ownership of the device connected to the network, the means of connecting, or the locale from which the connection is made.

**Federal, State, and Local Laws:** Users must comply with all federal, state, and other applicable laws; all applicable College rules and procedures; and all applicable licenses and contracts. Examples include, but are not limited to, laws pertaining to libel, copyright, trademark, child pornography, and hacking; the College's Code of Conduct; the College's Principles of Intellectual Honesty; the College's Sexual Harassment Policy; and all applicable software licenses.

**Authorization:** Users may use only those IT resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass College-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other IT resources does not, by itself, imply authorization to do so. Accounts and passwords may not be shared with or used by persons other than those to whom they have been assigned by the College. Users must make a reasonable effort to protect passwords and secure resources against unauthorized use.

**Fair Share of Resources:** Users must respect the finite capacity of the College's IT resources and limit their use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Information Technology Services may set limits on an individual's use of IT resources or require that an individual user refrain from specific uses in order to assure that these resources can be used by anyone who needs them. Reasonableness of use

will be assessed in the context of all relevant circumstances, but any use that degrades the performance of the College network or interferes with the ability of others to use IT resources or with the College's educational or business activities will be considered unacceptable.

**Personal Use:** Users may not use IT resources to campaign for or against a candidate for political office or for commercial purposes inconsistent with the College's tax-exempt status. Personal use of College IT resources for other purposes is permitted when it does not interfere with the performance of one's job or other College responsibilities, does not compromise the functionality or degrade the performance of IT resources, does not consume a significant amount of IT resources, and is otherwise in compliance with this Policy. Further limits on personal use by College employees may be imposed in accordance with normal supervisory practices.

**For more information regarding Information Technology Services policy, see page 29.**

### PUBLIC INDECENCY

The deliberate and public exposure of one's intimate body parts, public urination, public defecation, and public sex acts are prohibited.

### RESIDENCE LIFE CONTRACTS AND AGREEMENTS

Violations of any condition of the Office of Residence Life contracts or housing agreements for on-campus housing, college-owned or operated off-campus housing, and private off-campus housing is prohibited.

**For more information, see the above-listed contracts and agreements in Appendices IV-V, page 75.**

### SEXUAL ASSAULT

Sexual assault includes:

1. Any intentional, unconsented touching, or threat or attempt thereof, of an intimate bodily part of another person, such as a sexual organ, buttocks, or breast; any bodily part of another person with a sexual organ; or any part of another person's body with the intent of accomplishing a sexual act
2. Unconsented, inappropriate disrobing of another person, or intentional exposure of one's genitals to another without the other's consent
3. Forcing or attempting to force any other person to engage in sexual activity of any kind without her or his consent
4. Rape or involuntary deviate sexual intercourse as defined by the laws of the Commonwealth of Pennsylvania.

For more information on the definition of consent and College policies and procedures regarding sexual assault, see the Lafayette College Policy on Sexual Assault, page 41.

Domestic violence, dating violence, and stalking are also prohibited in the College's Sexual Assault policy. For more information, including the definitions of domestic violence, dating violence, and stalking, please see the Lafayette College Policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking, page 41.

### SEXUAL HARASSMENT

Any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome expressive, visual, or physical conduct of a sexual nature, when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
2. Submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance, or status; or
4. Such conduct has the purpose or effect of creating a hostile environment. (A "hostile environment" is one which is permeated with discriminatory intimidation, ridicule, offensiveness, or insult that is sufficiently severe or pervasive to interfere with an individual's academic or work performance.)

In order to constitute a violation, the "hostile environment" must be subjectively perceived by the complainant, and that perception must be reasonable for a person in the complainant's position. It is understood that the normal activities of teaching, learning, or producing or consuming artistic or scholarly work will not be construed as "conduct of a sexual nature" merely by virtue of the representation or consideration of sexual matters in the course of these activities.

For more information on College policies and procedures regarding sexual harassment, see the Lafayette College Policy on Sexual Harassment, page 34. For information on stalking, see the Lafayette College Policy on Sexual Assault, page 41, and the Harassment Policy, page 14.

### SMOKING

1. Smoking, including e-cigarettes, in any College building including, but not limited to, College-owned residences on and off campus and inside private offices, restrooms, and storage closets is prohibited.

2. Smoking, including e-cigarettes, within 20 feet of doors to College buildings or from areas that are underneath windows is prohibited.

### SOCIAL EVENTS

An organized social event is one that is open to the public or held in a public space. Activities sponsored/hosted by students or student groups must not interfere with the educational purposes of the College, disturb others, or conflict with other College events. Student and student groups must inform the Office of Student Leadership and Involvement in advance of any social event by filling out an event registration form at least three weeks prior to the event. The enforcement of regulations pertaining to organized social events sponsored by a student organization is the responsibility of the organization's officers.

### SOLICITATION AND DISTRIBUTION OF LITERATURE

1. Solicitation and distribution includes going door to door in a residence hall or other College building or maintaining a position anywhere on College property to solicit or distribute as people pass by.
2. Prohibited behavior includes soliciting or distributing literature by any student or student organization without prior registration through the Office of Student Leadership and Involvement or the Office of Residence Life, and/or soliciting or distributing literature during the final exam period, outside the hours of 10 a.m. and 8 p.m., Monday through Friday.
3. Exceptions or additions to this policy may be granted by the Office of Student Leadership and Involvement or the Office of Residence Life.

For more information on solicitation and distribution, see Appendix VII, page 92.

### THEFT

The attempted or actual taking or unauthorized possession of property or services belonging to another individual, the College, or other entities is prohibited. Services include, but are not limited to, residing in a College residence outside the contracted period, using a parking pass registered in someone else's name, and accessing television or internet service that you have not paid for. The unauthorized removal of College furniture, such as those found in residence hall lounges or other campus buildings, will be considered a violation of this policy.

### THREATENING BEHAVIOR

The serious expression of the intent to commit an act of violence against an individual or group is prohibited.

**TRADEMARK USE**

The unauthorized use or misuse of College or organizational names and images is prohibited. For permission to use the College's trademark or licenses, please contact the Communications Division at (610) 330-5120.

**UNAUTHORIZED ACCESS**

1. The actual or attempted unauthorized entry to or use of buildings or rooms including trespassing and the propping or unauthorized use of alarmed doors for entry into or exit from a College building or room is prohibited.
2. The unauthorized possession or duplication of entry keys, ID cards, checkpoints, etc., is prohibited.
3. The failure to timely report a lost College entry key, ID card, checkpoint, etc., is prohibited.
4. The actual or attempted unauthorized entry to or presence in buildings, rooms, or property including, but not limited to, non-College-owned or operated buildings or property.

**UNRECOGNIZED GREEK ORGANIZATIONS**

No student may rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of an unrecognized Greek organization while on any property owned or under the control of the College (referred to as the "Lafayette Campus"), including, but not limited to, the public and private areas of the College, residence halls or other living areas on campus, as well as other buildings and facilities, including the grounds, athletic fields, and other property of the College, or while otherwise using Lafayette's resources, wherever they may be located. (Such conduct is hereinafter referred to as "Prohibited On-Campus Conduct.") Prohibited On-Campus Conduct also extends to the use of College-provided electronic mail, telephone service, servers, or other College-supplied technology, even when physically off of campus property, if using Lafayette's resources to reach onto campus to engage in conduct regarding an unrecognized Greek organization. The foregoing broad prohibition on the use of any College property in connection with Prohibited On-Campus Conduct by unrecognized Greek organizations is intended to make clear that any such conduct is undertaken without College approval or endorsement, and constitutes a violation of this Policy.

Definition: An unrecognized Greek organization is any fraternity, sorority, or other similar social organization that:

- Previously was recognized by the College but is no longer so recognized; or
- Has a membership and purpose substantially identical to a fraternity or sorority that previously was recognized by the College but is no longer recognized by the College, even if operating under a different name; or

- Purports to be any other fraternity, sorority, or Greek organization not recognized by the College, regardless of whether it has a national affiliation or is recognized elsewhere.

The College retains full and final authority to determine whether a particular organization is operating as an unrecognized Greek organization, and to determine whether a particular student is engaging in Prohibited On-Campus Conduct with an unrecognized Greek organization.

Any student who violates the College's policy against Prohibited On-Campus Conduct with an unrecognized Greek organization will automatically be brought before the Student Conduct Committee, and be subject to the full range of disciplinary sanctions available at the College, up to and including expulsion. Moreover, any such organization may itself be subject to additional organization-wide discipline, legal action, and in appropriate circumstances, could face civil and criminal penalties.

Participation by students in unrecognized Greek organizations while completely off campus, without the use of any College resources, and without reaching onto campus to engage in conduct is strongly discouraged, but is not prohibited. Students also are reminded that they are representatives of Lafayette College wherever they are. Conduct away from the campus reflects upon the student and the College, and the College may take disciplinary action against students for misbehavior off campus.

**For more information, see the Policy Prohibiting On-Campus Student Participation in Unrecognized Greek Organizations, page 31.**

**VIOLATIONS OF LAW**

The College reserves the right to hold students or student organizations accountable for any behavior that violates any federal, Commonwealth, or local law or ordinance that is not otherwise specifically addressed in the code. For incidents that occur off campus, the laws of the local jurisdiction will apply to this Policy.

**VIOLENCE**

The use or attempted use of physical violence intentionally or recklessly directed at another person or group of people is prohibited. In cases involving domestic violence or dating violence, the procedures outlined in the Lafayette College Policy on Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, and Stalking will apply.

Domestic violence includes crimes of violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child; (3) a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim; or (5) any other person against an adult



or youth victim who is protected from that person's acts under Pennsylvania's domestic or family violence laws.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

**For more information on the policies and procedures regarding domestic violence and dating violence, see the Lafayette College Policy on Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, and Stalking, page 41.**

## WEAPONS AND HAZARDOUS MATERIALS

1. The unauthorized possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects including, but not limited to, arrows, axes, machetes, nunchucks, throwing stars, swords, or knives (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less, or cutlery of a reasonable size when used in a kitchen or other food preparation area) is prohibited.
2. The unauthorized possession, use, or distribution of other hazardous materials including, but not limited to, gunpowder or dangerous chemicals is prohibited.
3. Items falling within the category of weapons or hazardous materials may not be present without authorization anywhere on College property including inside a vehicle.

## THE CONDUCT PROCESS

### CONDUCT PROCESS ROLES

The College has a duty and the corollary authority to protect its educational mission through the setting of standards of scholarship and conduct for its students and through the regulation of the use of institutional facilities. Proper procedural safeguards are observed to insure justice and fairness to those who have allegedly violated the standards of the College. The conduct process encourages student development and growth by combining aspects of counseling, guidance, and admonition along with educational sanctions.

As members of the Lafayette community, students and student organizations are expected to uphold community standards. Actions, attitudes, and involvement in activities on and off campus will have both positive and negative impacts on a student's future as he or she seeks knowledge abroad, employment, continued education, or embarks on a professional career. When students or student organizations decide to

engage in behaviors that violate College policy, or choose to associate with those involved in violating College policy, they must be prepared to assume responsibility for any consequences associated with these behaviors.

Behaviors that lead to alleged violations of the code also may lead to alleged violations of federal, Commonwealth, or local laws and ordinances. The College will proceed with its conduct process independent of any other process assuming the College possesses information that suggests a policy violation may have occurred. If a respondent would like to delay the College conduct process until criminal charges have been resolved, the respondent must take a voluntary leave of absence. Once the criminal charges have been resolved, the College may proceed with the conduct process immediately even if the student does not immediately re-enroll. The College reserves the right to proceed with its conduct process even if a student takes a leave of absence, resigns, or transfers, or if the College believes it is in the best interest of the institution to do so.

### Academic Conduct

The provost's representative, the dean of Academic Advising and Co-curricular Programs, is designated by the faculty and the Board of Trustees to be responsible for the observance and the enforcement of the standards of academic honesty. In turn, the dean of Academic Advising and Co-curricular Programs has assigned responsibility for the coordination of academic conduct cases to the senior associate dean of Advising and Co-curricular Programs. Individual class deans in the Office of Advising and Co-curricular Programs serve as case administrators for allegations related to the Academic Integrity Policy. Normally, class deans do not handle cases that include students from the class levels they advise (e.g., the sophomore class dean will not normally be assigned a case involving a sophomore).

### Academic Progress Committee

The Academic Progress Committee consists of four tenured members of the faculty, one from each of the four academic divisions; two untenured members of the faculty, one from the natural sciences or engineering and one from social sciences or humanities; and two student members selected annually by Student Government.

The Academic Progress Committee is responsible for hearing cases that are referred to it by the dean of Academic Advising and Co-curricular Programs or in which respondents have elected, in accordance with the procedures laid out in the code, to have their case heard by the committee. For a hearing to take place, at least five committee members (at least three with faculty status) must be present.

Student members deliberate and vote during the committee's determination of responsibility, but student members do not

participate in discussions regarding sanctioning of a respondent. The committee makes its determination by majority vote of those present at each stage of the process.

### Student Conduct

The vice president for Campus Life is the individual designated to be responsible for the enforcement of College regulations and for making interpretive decisions regarding College regulations. The vice president is empowered to receive information regarding alleged violations of College policy and public laws and to undertake investigations necessary to determine the extent of a respondent's participation in those violations. The vice president or designee also may refer information regarding alleged violations to the Office of Public Safety or the Title IX coordinator and may refer any violation to the Student Conduct Committee for adjudication. The vice president has assigned responsibility for the supervision and coordination of the student conduct program to the assistant dean of students and has designated certain College officials as student conduct case administrators for all allegations of code violations except those related to the Academic Integrity Policy. In accordance with the Lafayette College Policies on Sexual Assault and Sexual Harassment, student conduct case administrators and members of the Student Conduct Committee receive annual training on issues relating to sexual assault, sexual harassment, domestic violence, dating violence, and stalking, and on how to conduct an investigation and conduct process that protects the safety of all students, promotes accountability for students found responsible for misconduct, and ensures a fair and informed adjudication process.

### Student Conduct Committee

The Student Conduct Committee consists of three elected members of the faculty, three student members selected annually by Student Government, and the vice president for Campus Life or representative. One of these faculty members will be elected by the committee to serve as chair.

The Student Conduct Committee is responsible for hearing cases that are referred to it by the assistant dean of students or in which students have elected, in accordance with the procedures laid out in the code, to have their case heard by the committee. At least two faculty members and two student members, as well as the vice president for Campus Life or representative, must be present for a hearing to take place. In the event that the proper number of current members are unable to serve in a particular case (due to a conflict of interest or scheduling issues), previously serving members of the committee may be called upon to serve. In the event that no previously serving members are able to serve, student members will be identified and appointed by Student Government and faculty members will be identified and appointed by the Faculty Governance Committee.

In cases of sexual misconduct, the conduct committee will consist of two faculty members and the vice president for Campus Life or representative.

The committee makes its determinations by a majority vote.

### ACADEMIC CONDUCT PROCEDURES

The following procedures will be used to address alleged violations of the Academic Integrity Policy outlined in this code. These procedures may be altered as necessary by the provost or designee in order to maintain a fair and equitable process for all parties involved. Any alterations and a rationale for those alterations will be explained to all parties involved.

#### Complaint

When an instructor suspects a student has violated the Academic Integrity Policy, the instructor shall consult with another member of the department (normally the head of the department) to obtain a second opinion. If the instructor's assessment is upheld by the second member of the department, the instructor shall submit to the case administrator a written statement explaining the allegations and include a packet containing all relevant information and course materials.

#### Case Administrator Meetings

The following procedures will be in effect for academic conduct meetings with the case administrator:

The respondent will be contacted to schedule the first of two informal academic conduct meetings with the case administrator. During the first meeting, the respondent's procedural rights are reviewed, and the respondent is notified of the particular way in which the Academic Integrity Policy was alleged to have been violated. The respondent receives the instructor's written statement with all supporting case documents. The respondent may be accompanied by an individual chosen as adviser by the respondent from the student body, faculty, or administrative officers of the College. The respondent has the option to discuss the circumstances surrounding the alleged violation(s) with the case administrator.

The respondent will schedule the second informal academic conduct meeting to elect one of three courses of action, retaining the right to appeal to the Student Appeals Committee. (See grounds for appeal listed in the Appeal Procedures section on page 23.) Regardless of the choice made by the respondent, if the case administrator has determined that an allegation could lead to a sanction of suspension or expulsion, the respondent will be automatically referred to the Academic Progress Committee for a full conduct hearing. The three courses of action are:

1. The respondent may accept responsibility for the alleged violation and request that the dean of Advising and Co-curricular Programs determine an appropriate sanction while reserving the right to appeal solely on the ground of

inappropriate sanction(s) to an Appeal Committee. Previous academic and/or student conduct violations will be taken into account when determining a sanction. The dean of Advising and Co-curricular Programs may refer the case to the Academic Progress Committee for a hearing regardless of the wishes of the respondent.

2. The respondent may accept responsibility for the alleged violation and request a sanctioning hearing before the Academic Progress Committee while reserving the right to appeal solely on the ground of inappropriate sanction(s) to an Appeal Committee. Previous academic and/or student conduct violations will be taken into account when determining a sanction.

3. The respondent may deny responsibility for the alleged violation. The case administrator will refer the matter to the Academic Progress Committee for a full conduct hearing. If the respondent is found responsible, previous academic and/or student conduct violations will be taken into account when determining a sanction. The student reserves the right to appeal the sanction(s) on any or all of three grounds: procedure, new information, and/or inappropriate sanction.

If an alleged incident occurs prior to the deadline to withdraw from classes, a respondent's option to withdraw from a course in which an academic integrity allegation is pending will be held in abeyance until the allegation is resolved through the conduct process. Regardless of when an incident occurred, if the academic sanction is a failing grade or a grade of "NF" in the course, the respondent's transcript will reflect the failing grade.

### Academic Progress Committee Hearing

Normally, the chair of the Academic Progress Committee chairs academic conduct hearings. However, if the committee chair is not available, another faculty member of the committee may be elected by the committee members to chair an academic conduct hearing. The following procedures will be in effect for academic conduct cases heard by the Academic Progress Committee:

1. At least 48 hours prior to the hearing, the respondent shall be given written notification of the time and place of the meeting and a packet of case materials containing the allegation submitted by the instructor and the grounds for it.
2. Student shall be entitled to an expeditious hearing of their case.
3. Hearings shall be conducted by members of the Academic Progress Committee. A quorum of the committee shall consist of five members of whom at least three have faculty status. Decisions will be made by a majority vote of those present. The case administrator will be responsible for maintaining an appropriate record of the proceedings and outcome, which shall be available for review by the appeal bodies and the appellant during the appeal process.

4. Hearings shall be open only to the members of the committee, the respondent, the person or persons bringing the allegations, and, for the relevant portions of the hearing, witnesses called by the respondent or the College. In addition, the respondent may be accompanied by an individual chosen as adviser by the respondent from the student body, faculty, or administrative officers of the College. It is the student's responsibility to obtain their adviser. The purpose of the adviser is to advise the respondent, but the adviser may not directly address the committee or witnesses.

5. Normally, the College will serve as the complainant and information will be presented to the committee and the respondent by the case administrator and the instructor. The respondent shall be entitled to present oral and/or written information on their behalf. The respondent may elect to produce witnesses on their behalf and have the opportunity to hear and question all witnesses.

6. The respondent may ask questions of the Academic Progress Committee, the case administrator, and the course instructor. The course instructor shall not directly ask the student questions. The respondent may challenge the credibility and accuracy of any information presented at the hearing. The hearing body shall not be bound by the rules of evidence used in the conduct of trials and courts of law.

7. The respondent may remain silent for any questions asked of her or him.

8. If a respondent is found not responsible for a violation, the process will end. If a respondent accepts responsibility for a violation or is found responsible for a violation by the Academic Progress Committee, previous academic and/or student conduct violations will be taken into account when determining sanctions.

9. The respondent shall be informed promptly in writing of the decision rendered and the reasons for it.

10. A respondent will be notified of the right to appeal the decision and the procedures that will apply to the appeal. Please note that respondents who accept responsibility for a charge may appeal solely on the ground of inappropriate sanction. (see Appeal Procedures on page 23.)

**For information on sanctions and sanctioning guidelines for academic conduct cases, see Conduct Sanctions, page 25.**

### STUDENT CONDUCT PROCEDURES

The following procedures will be used to address alleged violations of all policies outlined in the Student Conduct Policies section of the code except for the Academic Integrity Policy. These procedures may be altered as necessary by the vice president for Campus Life or designee in order to maintain a fair and equitable process for all parties involved. Any alterations and a rationale for those alterations will be explained to all parties involved.



**For information about the procedures used in Academic Integrity cases, see Academic Conduct Procedures, page 19.**

Although incidents involving alleged sexual assault, sexual harassment, domestic violence, dating violence, or stalking are subject to the following procedures, additional information about how these cases are handled can be found in the Lafayette College Policies on Sexual Assault and Sexual Harassment which are located in the *Student Handbook* on pages 41 and 34 respectively.

### **Complaint and Investigation**

Information related to possible policy violations is received by the assistant dean of students from a variety of sources including, but not limited to, Public Safety reports, Residence Life reports, faculty, staff, and students. The assistant dean of students will review all information forwarded to the Office of Student Conduct and determine if there is reasonable cause to allege a student or student organization has violated the Code of Conduct. The assistant dean of students also may initiate an investigation to collect more information before determining if allegations will be made. An investigation may include, but not be limited to, interviews, written statements, and searches and may be conducted by the Office of Public Safety, the Office of Residence Life, or by other College officials as appropriate. No form of harassment will be used by College officials in the process of investigating potential violations.

**For information on reporting and investigation options for sexual misconduct, see the Lafayette College Policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking, p. 41.**

### **Room Searches**

Except under emergency circumstances, College-owned or College-operated premises occupied by students and the personal possessions of students will not be searched by College officials unless authorization is obtained from the Division of Campus Life. Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be present, if possible, during the search. Regardless of the purpose of the search, however, alleged violations of the Code of Conduct discovered during a search may result in allegations being brought. Additionally, alleged violations that are observed in plain view by College officials, including resident advisers, may be reported to the Office of Student Conduct.

### **Student as Complainant**

A student may allege that another student or student organization violated the Code of Conduct. Those wishing to allege violations may make a report with the Office of Public Safety or with the assistant dean of students. Once

the information has been forwarded to the Office of Student Conduct, the director will see that procedures outlined in this code are followed.

### **Interim Restrictions**

In certain circumstances, the dean of students, or designee, may impose interim restrictions on a respondent including, but not limited to, a College or residence hall suspension prior to the completion of the conduct process.

Interim restrictions may be imposed only to ensure the safety and well-being of members of the Lafayette community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

If a respondent feels an interim restriction has been put in place inappropriately, the respondent may appeal to the vice president for Campus Life.

The interim restriction process does not replace the regular conduct process, which shall proceed on the normal schedule, up to and through a Board of Trustees Appeal Hearing, if applicable.

### **Case Administrator Meeting**

The following procedures will be in effect for conduct meetings with a case administrator:

The respondent shall be contacted to schedule an informal conduct meeting with a case administrator regarding the alleged violation of the Code of Conduct. During the meeting, the respondent will be notified of the particular way in which the student is alleged to have violated the code, and of their procedural rights, and will be asked to provide information about the circumstances surrounding the alleged violation. The respondent may be accompanied by an adviser of their choice from the student body, faculty, or administrative officers of the College.

If the case administrator believes, after reviewing the information and talking with the respondent, that it is more likely than not that the respondent is not responsible for the allegation, the respondent will be found not responsible and the process will end.

If the respondent accepts responsibility for the allegation or if the case administrator believes, after reviewing the information and talking with the respondent, that it is more likely than not the respondent is responsible for the allegation, the case administrator will first consider the appropriate status sanction for the situation.

If the case administrator believes a status sanction of Formal Warning or Warning Probation is appropriate, then the respondent will be found responsible for the allegation and the case administrator will determine an appropriate sanction. The case will not be eligible for appeal, and the process will end. If, however, the case administrator believes a status sanction of

Disciplinary Probation Level I, Disciplinary Probation Level II, suspension, or expulsion may be appropriate, the respondent may choose one of the following options:

1. The respondent may accept responsibility for the allegation and the outcome determined by the case administrator while still reserving the right to appeal the sanction(s) to the Student Appeals Committee.
2. The respondent may accept responsibility for the allegation but request a sanctioning hearing before the Student Conduct Committee.
3. The respondent may deny responsibility for the allegation but decline to have a hearing before the Student Conduct Committee and therefore accept the outcome determined by the case administrator while still reserving the right to appeal the decision to the Student Appeals Committee.
4. The respondent may deny responsibility for the allegation and request a full conduct hearing before the Student Conduct Committee.

The assistant dean of students reserves the right to refer any case to the Student Conduct Committee regardless of the wishes of the respondent.

### **Student Conduct Committee Hearing**

The following procedures will be in effect for conduct cases heard by the Student Conduct Committee:

1. At least 48 hours prior to the hearing, the respondent shall be given written notification of the time and place of the meeting and a written statement of the specific allegations.
2. The student shall be entitled to an expeditious hearing of the case.
3. Hearings shall be conducted by members of the Faculty Committee on Student Conduct. There shall be either three faculty members, three students, and the vice president for Campus Life/ dean of students or representative; or two faculty members, two students, and the vice president for Campus Life/ dean of students or representative. Membership is decided by the chair of the Faculty Committee on Student Conduct, in consultation with the assistant dean of students or designee. Selection for each hearing will depend on a variety of considerations, including, but not limited to, prior experience with the conduct process, the nature of the case, schedule conflicts, recusal due to conflict of interest, and distribution of workload among the committee members. Decisions will be made by majority vote of those present.
4. Hearings resulting from an alleged violation of the Lafayette College Policy on Sexual Assault or the Lafayette College Policy on Sexual Harassment shall be conducted by two faculty members and the vice president for Campus Life/ dean of students or representative.

5. Hearings of the Student Conduct Committee shall be open only to the members of the committee, the respondent, and, for relevant portions of the hearing, witnesses called by the respondent or the complainant. In addition, the respondent, complainant, or a witness who is a direct victim of the violation may each be accompanied by an adviser chosen from the student body, faculty, or administrative officers of the College throughout the entire time each student is present in the hearing. (It is a student's responsibility to obtain an adviser.) The purpose of the adviser is to advise the student, but the adviser may not directly address the committee or other individuals in the room besides the student being advised. In cases of sexual assault, domestic violence, and stalking, both complainants and respondents may have an adviser of their choice and are not limited to advisers from within the Lafayette community.

6. In most cases, the College will serve as the complainant, and information will be provided to the committee and the respondent by the assistant dean of students or representative on behalf of the College. The respondent shall be entitled to appear in person and present a response to the committee and may produce either oral or written information on their behalf. The respondent also may elect not to appear before the committee. Should the respondent elect this course of action, the hearing shall be held without the respondent. The committee will render a decision based on the information presented at the hearing. The assistant dean of students or representative will be responsible for maintaining an appropriate record of the proceedings and outcome, which shall be available for review by the appeal bodies and the appellant during the appeal process.

7. The respondent may ask questions of the Student Conduct Committee. The committee shall grant the student the opportunity to hear and question all witnesses that present at the hearing. Witnesses cannot be compelled to answer questions, and the College reserves the right to present information from witnesses unwilling to attend the hearing or have their identity included in the process.

8. The respondent may challenge the credibility and accuracy of any information presented at the hearing. The hearing body shall not be bound by the rules of evidence used in the conduct of trials and courts of law.

9. Respondents may remain silent for any questions asked of them.

10. The respondent shall be promptly informed in writing of the outcome of the hearing. In cases involving allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the alleged victim and respondent will both be informed, in writing, of the outcome of the conduct process. This notification will occur even if the alleged victim is not a Lafayette College student.

II. A respondent shall be notified of the right to appeal the decision and the procedures that will apply to the appeal. In cases involving allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the complainant and respondent will both be simultaneously informed, in writing, of the right to appeal the decision and the procedures that will apply to the appeal.

## APPEAL PROCEDURES

Under certain circumstances, as outlined in these procedures, respondents may appeal the decision of the original case administrator to an Appeal Committee, which will be comprised of members of the Faculty Committee on Student Conduct who were not involved in the original decision. If the respondent elects not to appeal the decision, the decision from the initial conduct meeting or hearing is final, and sanctions will go into effect immediately. In cases where a student is a direct victim of an alleged sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the same opportunities for appeal afforded to the respondent also will be afforded to the alleged victim.

As required by federal law, in cases involving allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the complainant and the respondent will simultaneously be informed, in writing, of any change to the decision in the case and when the decision becomes final. This notification will occur even if the alleged victim is not a Lafayette College student.

### Appeal Submission

A respondent who wishes to appeal the decision of a case administrator or committee must submit the appeal in writing to the Office of the Dean of Advising and Co-curricular Programs or the Office of Student Conduct by 5 p.m. on the third business day following the day the official outcome letter was sent to the respondent.

### The written appeal must:

1. Specifically state the ground(s) for the appeal;
2. Offer a detailed supporting rationale for each ground;
3. Include any relevant documentation or information that the committee is requested to review and/or list any witnesses that the student would like to present before the committee; and
4. State what action the Appeals Committee is requested to take.

### Grounds for Appeal

For an appellant who accepted responsibility, the only ground of appeal is inappropriate sanction (see number three below). Appellants who did not accept responsibility are permitted to appeal on any or all of the following grounds:

1. Procedure: A procedural error occurred that can be shown to have meaningfully impacted the outcome of the conduct meeting or hearing.

2. New Information: New information is available that was unavailable at the time of the original conduct meeting or hearing and that would have substantively impacted the outcome of the conduct meeting or hearing.

3. Inappropriate Sanction: The sanction(s) imposed in the case can be shown to be substantially disproportionate to the severity of the violation.

### Appeal Response

Upon receiving the written appeal, the Office of Advising and Co-curricular Programs or the Office of Student Conduct will transmit it to the chair of the original committee or case administrator and to any other party that has been granted an equal opportunity for appeal, if applicable. Once the written appeal is received, the chair of the original committee or case administrator will file a written response with the Office of Advising and Co-curricular Programs or the Office of Student Conduct, usually within three business days. The response will then be transmitted to the appellant, the chair of the Appeal Committee and, if applicable, to any other party who has been granted an equal opportunity for appeal. Chairs of Appeal Committees will be designated by the chair of the Faculty Committee on Student Conduct in consultation with the assistant dean of students (or designee). Selection of the chair for each hearing will depend on a variety of considerations, including, but not limited to, prior experience with the conduct process, the nature of the case, schedule conflicts, recusal due to conflict of interest, and distribution of workload among the committee members.

In cases where a witness or complainant has been granted an equal opportunity for appeal, the procedures listed in this section may be initiated by that student rather than the respondent. Additionally, when more than one student has the right to appeal in a case, each will have the opportunity to submit a response to the other's initial letter of appeal, if applicable, and those responses will be transmitted to the chair of the original committee or case administrator, the chair of the Appeal Committee, and the other student involved in the case. In the event that only one party submits an appeal, the other party will be given a copy of that appeal and an additional three business days to submit a response.

### Appeal Acceptance or Denial

Once all documentation has been submitted, the chair of the committee will select one student member of the committee and an administrative officer selected by the provost to review the documentation. In involving allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the chair of the committee will select a faculty member and an administrative officer selected by the provost to review the documentation. These three individuals will be provided with all documentation that was used by the original committee or case administrator, including any previous academic and/or conduct violations on record, and will review this information



solely to determine whether a case review should be granted. The decision to review a case with a full quorum of the committee will be based on whether the appellant has presented grounds for consideration as outlined above. This group should not make a determination on whether the information presented warrants a change in outcome for the case but will simply determine whether the grounds presented are reasonable.

### Case Review Meeting

If the appeal is accepted, a case review meeting will take place at least 24 hours after the committee members have received all documents in the case and normally within two weeks of the date the appellant's written appeal has been received.

The Appeal Committee will receive information about any past conduct matters in which the respondent was found responsible for violating the code. In cases where the respondent is an organization, conduct history will be provided for the previous four academic years. The appellant will be made aware of all information provided to the Appeal Committee and may review that information in order to prepare for the appeal.

Case review meetings are closed meetings. The committee's deliberations are not recorded. No one else will be present unless the committee determines a meeting with the appellant, the original committee chair or case administrator, or any witnesses is/are necessary. In cases where others are invited to provide information or answer questions, the proceedings will be recorded so long as those individuals are in the room. The appellant may be present any time the proceedings are being recorded. An appellant may request a meeting with the Appeal Committee, but the committee is not obligated to allow it if it is deemed unnecessary. Any time the appellant is present, the appellant may be accompanied by an adviser chosen by him or her from the student body, faculty, or administrative officers of the College. (It is the student's responsibility to obtain the adviser.) The purpose of the adviser is to advise the student, and the adviser may not directly address the committee or witnesses. In cases of sexual assault, domestic violence, and stalking, both complainants and respondents may have an adviser of their choice and are not limited to advisers from within the Lafayette community.

The Appeal Committee shall limit itself to reviewing the case in light of the specific ground(s) raised by the appellant. The appeal is not a new hearing, but the committee will have at its disposal a record of the case. The Appeal Committee has the authority to uphold, reverse, increase the sanction, or modify the decision of a case administrator or committee, or to refer the matter back to the original case administrator or committee for a rehearing.

### Appeal to the President

In cases of suspension, expulsion, or a removal of recognition of an organization, the appellant may appeal to the president by submitting a written appeal to the Office of the Dean of Advising and Co-Curricular Programs or the Office of Student Conduct

by 5 p.m. on the third business day following the day the official appeal outcome letter was sent to the appellant. In cases involving allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking, the complainant and respondent both will be simultaneously informed, in writing, of the right to appeal the decision and the procedures that will apply to the appeal.

### The written appeal must:

1. Specifically state the ground(s) for the appeal;
2. Offer a detailed supporting rationale for each ground;
3. Include any relevant documentation or information that the president is requested to review and/or list any witnesses that the student would like to present before the president; and
4. State what action the president is requested to take.

### Grounds for Appeal

For an appellant who accepted responsibility, the only ground of appeal is inappropriate sanction (see number three below). Appellants who did not accept responsibility are permitted to appeal on any or all of the following grounds:

1. **Procedure:** A procedural error occurred that can be shown to have meaningfully impacted the outcome of the conduct meeting, hearing, or case review meeting.
2. **New Information:** New information is available that was unavailable at the time of the original conduct meeting, hearing, or case review meeting that would have substantively impacted the outcome of the conduct meeting, hearing, or case review meeting.
3. **Inappropriate Sanction:** The sanction(s) imposed in the case can be shown to be substantially disproportionate to the severity of the violation.

The president has the power to uphold, reverse, increase the sanction, or modify the decision of the Student Appeals Committee, or refer the matter back to the Student Appeals Committee or to the case administrator or committee that made the initial decision.

### Appeal to the Board of Trustees

In cases of the removal of recognition of an organization, the final appeal of this decision shall be to the Board of Trustees and must be made by 5 p.m. on the third business day following the day the official outcome letter was sent to the appellant from the president.

### The written appeal must:

1. Specifically state the ground(s) for the appeal;
2. Offer a detailed supporting rationale for each ground;
3. Include any relevant documentation or information that the committee is requested to review and/or list any witnesses that the student would like to present before the board; and
4. State what action the board is requested to take.

**Grounds for Appeal**

For an appellant who accepted responsibility, the only ground of appeal is inappropriate sanction (see number three below). Appellants who did not accept responsibility are permitted to appeal on any or all of the following grounds:

1. **Procedure:** A procedural error occurred that can be shown to have meaningfully impacted the outcome of the conduct meeting or hearing.
2. **New Information:** New information is available that was unavailable at the time of the original conduct meeting or hearing and that would have substantively impacted the outcome of the conduct meeting or hearing.
3. **Inappropriate Sanction:** The sanction(s) imposed in the case can be shown to be substantially disproportionate to the severity of the violation.

The chair of the board may appoint a three-member panel to review the appeal, and, acting for the board, decide on the appeal. The board has the power to uphold, reverse, or modify the decision of the president, or refer the matter back to the president, the Student Appeals Committee, or to the case administrator or committee that made the initial decision.

**CONFLICT RESOLUTION SERVICES**

In some instances, disputes between or among students or student organizations may be resolved through the use of conflict resolution methods such as mediation, restorative practices, counseling, and/or informal discussion. The use of conflict resolution services, when acceptable to the parties involved in a dispute, may be employed in lieu of or in addition to conduct procedures outlined in this document. However, the College reserves the right to proceed with the conduct process even if all parties prefer not to use the conduct process. It should be noted that, according to guidance by the Office of Civil Rights, mediation may not be used in cases involving allegations of sexual assault, even on a voluntary basis.

**CONDUCT SANCTIONS**

Students and organizations must recognize that violations of College and statutory rules and regulations can have serious repercussions. Students and organizations are encouraged to recognize their own responsibility for their actions and to realize that intoxication, ignorance of the rules of the College, or such similar evasions will serve as no excuse for violations.

When a respondent is found responsible for violating the community standards outlined in this code, the case administrator or appropriate committee or appellate body will impose sanctions that are intended to maintain an environment conducive to the achievement of the College's educational mission as well as provide opportunities for the respondent to learn and grow as a result of the incident.

Sanctions take effect immediately once all opportunities for appeal as outlined in this code have been exhausted. However,

the vice president for Campus Life or representative or the Office of Advising and Co-curricular Programs may impose interim sanctions pending an appeal. A sanction involving a grade in a course does not take effect until the end of the semester.

Students who have been sanctioned with removal from the institution (suspension or expulsion) in cases of sexual assault, domestic violence, dating violence, or stalking may be suspended on an interim basis pending an appeal.

**FAILURE TO COMPLY WITH CONDUCT SANCTIONS AND REPEATED VIOLATIONS**

Respondents who do not complete their assigned sanctions by the deadline provided to them may be subject to another conduct meeting or hearing for failing to comply. Repeated violations, including failing to comply with conduct sanctions, will result in increasingly severe sanctions up to and including expulsion.

**VIOLATIONS MOTIVATED BY BIAS**

In cases where a violation has been determined to have occurred, and it is deemed more likely than not that the respondent's actions were based on the actual or perceived identity of another individual or group of individuals (including, but not limited to, race, color, religion, sex, sexual orientation, gender identity and expression, national or ethnic identity, age, mental or physical disability, veteran status, or pregnancy status), this information may be used by the case administrator or committee in determining an appropriate sanction.

**POTENTIAL SANCTIONS**

The sanctions listed below are not exhaustive and may be added to or modified by the case administrator or committee as deemed appropriate to achieve the goals mentioned above.

**CONDUCT STATUS CHANGES**

The following statuses are intended to communicate to respondents the likelihood that repeated or escalated behavior could result in a higher status including suspension or expulsion. Individual departments and programs, both internal and external to the College, may establish their own guidelines that rely in part on a student's disciplinary status. It is important to note that even if the case administrator or committee has assigned a status that does not have any restrictions, this does not preclude other programs and organizations from enacting their own sanctions based on these statuses.

**Formal Warning:** Serves to remind a respondent that the incident will be recorded in the Office of Advising and Co-curricular Programs and will be considered in any future conduct cases.

**Warning Probation:** Given for a stated period of time as a warning that further misconduct may result in a more severe sanction. Warning Probation is not restrictive in nature.

**Disciplinary Probation Level I:** Given for a stated period of time. Level I may affect involvement in College programs and activities, such as full participation on sports teams and residing off campus. Specific departments and programs should be consulted for eligibility. While a student on Disciplinary Probation Level I may apply to study abroad, the probationary period must end before the official start date of the program. Please refer to the study abroad website for more detailed information. Any subsequent violations of college regulations may result in Level II Probations or suspension or expulsion from the College.

**Disciplinary Probation Level II:** Given for a stated period of time. A student on Level II is not eligible to hold office in any student organization or to represent Lafayette College in any official capacity (including study abroad, intercollegiate athletics, or club sports). The student is ineligible to become affiliated with a living group, and may not participate in extracurricular activities except those of an academic or religious nature or those approved specifically in the outcome determined by case administrator or committee. Moreover, it is a warning that any further violations may result in suspension or expulsion from the College.

**Social Probation:** Social Probation is assigned to organizations that are found responsible for violating College policy. The specific restrictions placed on an organization that is on Social Probation are determined by the case administrator or committee making the decision in each case. Although this is not an exhaustive list, Social Probation may include any or all of the following:

- The organization may not hold any social events on or off campus.
- Alcohol may not be served by the organization under any circumstances.
- The organization may not collaborate with other organizations to hold a social event.
- Other organizations may not invite a substantial number of members of a group on Social Probation to its social events.
- The organization may hold faculty teas and parties for parents provided no alcohol is served.
- Alcohol may be banned from an organization's house, if applicable.

**Suspension:** The student is removed from the College community for a specified period of time. Suspension may be for the remainder of a semester and/or for the following semester(s). Suspension is noted on the transcript. A student who is suspended from the College may not be present on any College property or participate in any College or student organization sponsored programs or services during the suspension.

**Expulsion:** The student is permanently removed from the College community without an opportunity for readmission. Expulsion is noted on the transcript. A student who is expelled from the College may never be present on any College property or participate in any College or student organization sponsored programs or services.

## ADDITIONAL CONDUCT SANCTIONS

### Academic Penalties

**Educational Session:** Individuals or organizations may be required to participate in an educational experience such as a program, workshop, online tutorial, or individual meeting.

**Fines:** Fines will be billed to a student's College account or assessed to a student organization as appropriate.

**Loss of Privileges:** Individuals or organizations may be denied access to privileges afforded to them as a member of the community as appropriate. Privileges include, but are not limited to, internet access, parking privileges, cross-visitation, and involvement in College programs or activities.

**Parent(s) and/or Guardian(s) Conference:** The parent(s) and/or guardian(s) will be asked to have a conference (in person or over the phone) with the respondent and an appropriate College administrator to discuss the incident.

**Parent(s) and/or Guardian(s) Notification:** A copy of the outcome letter will be sent to the address on file for the respondent's parent(s) and/or guardian(s).

**Restitution:** Restitution may be billed by the College for services employed or damages resulting from a student or organization's behavior. The College will not facilitate restitution between individual students or private citizens. Such issues will need to be resolved by filing a criminal complaint with police.

**Substance Use Assessment:** Individuals may be required to complete a substance use assessment with an agency identified by the College or of the student's choosing. A student also may be required to complete any recommendations for treatment resulting from the assessment. The student will be required to furnish proof of completion of any required assessment or treatment.

**Other Sanctions:** Case administrators and committees may create and design sanctions as appropriate to achieve the goals of sanctioning mentioned above and to respect the individuality of each case and each respondent. These may include, but are not



limited to, reflection papers, research papers, service projects, program attendance, meetings, and program creation.

### **SANCTIONING GUIDELINES FOR SELECT POLICY VIOLATIONS**

The sanctioning guidelines listed below may be modified by the case administrator or committee as deemed appropriate to achieve the goals of sanctioning mentioned above.

#### **Academic Integrity**

The following guidelines will be used to determine sanctions when a respondent has been found responsible for violating the Academic Integrity Policy. The case administrator or committee may modify these guidelines:

1. For a first offense, the student shall receive a minimum sanction of a grade reduction on the assignment to a maximum sanction of a grade of "NF," which carries the value of "F" in computing semester and cumulative averages. In addition, the student may receive a sanction ranging from Formal Warning to Disciplinary Probation Level II.
2. For a second offense, the student will receive a grade of "NF" and will be suspended for a period of time not less than one semester and not greater than one year. In addition, the student may receive a sanction ranging from Formal Warning to Disciplinary Probation Level II.
3. For a third offense, the student will receive a grade of "NF" and will be permanently expelled from the College.

A grade of "NF" will be noted permanently on a student's transcript and indicates that the grade resulted from an academic conduct case.

#### **Alcohol**

##### **Individuals**

##### **First Offense**

Warning Probation (one year)

\$100 fine

Parent(s) and/or Guardian(s) Notification

Educational Session

##### **Second Offense**

Disciplinary Probation Level I (one year)

\$200 fine

Parent(s) and/or Guardian(s) Notification

Substance Use Assessment

##### **Third Offense**

Disciplinary Probation Level II (one year)

\$300 fine

Parent(s) and/or Guardian(s) Conference

Suspension may be considered at this level.

#### **Organizations**

In addition to any College-imposed sanctions, the leadership of any related external organization and/or appropriate representatives of the organization, if applicable, will be notified. Student organizations co-sponsoring events will be held equally accountable for violations of College policy. For the purpose of student organizations and the guidelines below, the second and third offense sanctions are applicable if the subsequent offenses occur within two years of the first offense.

##### **First Offense**

\$500 fine

Immediate Social Probation for one semester (15 weeks)

No alcohol will be permitted in the organization's house (if applicable) at any time during the probationary period.

##### **Second Offense**

\$1,000 fine

Immediate Social Probation for one academic year

All social fees must be transferred to the organization's external organization, if applicable.

No alcohol may be present in the organization's house (if applicable) for a five-year period.

##### **Third Offense**

A recommendation may be made to the Board of Trustees or Student Government that the College withdraw recognition of the organization.

### **CONDUCT RECORDS RETENTION POLICIES**

#### **OFFICE OF STUDENT CONDUCT RECORDS RETENTION POLICY**

All records pertaining to student conduct meetings or hearings are maintained either on paper or electronically by the Office of Student Conduct and are considered part of a student's educational record as defined by the Family Educational Rights and Privacy Act (FERPA). Except where noted below, these records are destroyed seven (7) years after the end of the academic year in which the incident took place or was resolved.

**The following types of records are destroyed 80 years after the end of the academic year in which the incident took place or was resolved:**

- Incidents that resulted in suspension or expulsion from the College
- Incidents involving sexual misconduct
- Incidents that were resolved by the Faculty Committee on Student Conduct, an Appeal to the President, or an Appeal to the Board of Trustees
- Records pertaining to organizational conduct

Records may be kept longer than indicated above at the discretion of the vice president for Campus Life, the dean of students, or the College's general counsel.

Letters explaining the outcome of a conduct meeting or hearing that are delivered to a student or organization may be copied to other departments as appropriate. Copies of these letters that have been released in accordance with FERPA are subject to the records policies of other departments or college personnel, as appropriate. Copies of these letters that have been released in accordance with FERPA illustrate the College's value of educating the whole student at every opportunity, both in and out of the classroom. These copies are subject to the records and confidentiality policies of those individuals and departments that received them and also may be released in accordance with FERPA for educational purposes.

#### **OFFICE OF ADVISING AND CO-CURRICULAR PROGRAMS RECORDS RETENTION POLICY**

All records pertaining to student academic conduct meetings or hearings are maintained either on paper or electronically by the Office of Advising and Co-curricular Programs and are considered part of a student's educational record as defined by FERPA. These records are maintained permanently.



## GENERAL CAMPUS POLICIES

### ACADEMIC PROBATION

Students not making satisfactory progress may be placed on academic probation by the Academic Progress Committee. Factors such as term averages, cumulative averages, and graduation progress are among the criteria used in evaluating students, but each is considered individually. When a student is placed on probation, the probationary period is in effect from the date of the action until the end of the following semester.

Students on academic probation may not take more than two unexcused absences in any course. A student on academic probation may be required to withdraw unless that student shows during the next semester improvement sufficient to demonstrate clear promise of eventual graduation. First-year students on academic probation may not hold office in student or social organizations or represent Lafayette College in any official capacity (including intercollegiate athletics or club sports). A student who has not completed six courses will be regarded as a first-year student for purposes of probation.

### ACADEMIC PROGRESS AND FINANCIAL AID

Financial aid recipients are eligible for up to a maximum of eight semesters of aid as long as they maintain satisfactory academic progress, continue to demonstrate need, and are enrolled full time.

To be eligible for aid, a student must have at least a 1.80 cumulative GPA and six completed courses at the end of the first year (second semester), and at least a 2.00 cumulative GPA and 14 completed courses at the end of the second year (fourth semester), and at least a 2.00 cumulative GPA and 22 completed courses at the end of the third year (sixth semester). Academic and athletic scholarship recipients also must meet the specified program requirements. For complete information regarding academic progress and federal aid, visit [admissions.lafayette.edu/policies](https://admissions.lafayette.edu/policies).

### COMMUNICATION

Official communications from the College may be sent to students via their Lafayette email account, campus mailbox, and/or home address. Students are expected to respond to these communications in a timely manner and will be responsible for complying with any information contained therein.

### INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Lafayette College's information technology (IT) resources are intended to support the educational, administrative, and campus life activities of the College. The use of these resources is a privilege extended to members of the Lafayette community, who are expected to act in a responsible, ethical, and legal manner. In general, acceptable use entails behavior that respects the rights of others, does not compromise the security or integrity of IT resources, and complies with all applicable laws and license agreements. This policy establishes specific requirements for the use of computing and network resources at Lafayette College. As with other College policies, violation of the Acceptable Use Policy can result in disciplinary action.

#### Scope

This policy applies to all users of IT resources owned or managed by Lafayette College. IT resources include, but are not limited to, all College-owned,



licensed, or managed hardware and software, as well as the College network, regardless of the ownership of the device connected to the network, the means of connecting, or the locale from which the connection is made.

### Policy

1. **Federal, State, and Local Laws:** Users must comply with all federal, state, and other applicable laws; all applicable College rules and procedures; and all applicable licenses and contracts. Examples include but are not limited to laws pertaining to libel, copyright, trademark, child pornography, and hacking; the College's Code of Conduct; the College's Principles of Intellectual Honesty; the College's Sexual Harassment Policy; and all applicable software licenses.
2. **Authorization:** Users may use only those IT resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass College-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other IT resources does not, by itself, imply authorization to do so. Accounts and passwords may not be shared with or used by persons other than those to whom they have been assigned by the College. Users must make a reasonable effort to protect passwords and secure resources against unauthorized use.
3. **Fair Share of Resources:** Users must respect the finite capacity of the College's IT resources and limit their use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Information Technology Services may set limits on an individual's use of IT resources or require that an individual user refrain from specific uses in order to assure that these resources can be used by anyone who needs them. Reasonableness of use will be assessed in the context of all relevant circumstances, but any use that degrades the performance of the College network or interferes with the ability of others to use IT resources or with the College's educational or business activities will be considered unacceptable.
4. **Personal Use:** Users may not use IT resources to campaign for or against a candidate for political office or for commercial purposes inconsistent with the College's tax-exempt status. Personal use of College IT resources for other purposes is permitted when it does not interfere with the performance of one's job or other College responsibilities, does not compromise the functionality or degrade the performance of IT resources, does not consume a significant amount of IT resources, and is otherwise in compliance with this policy. Further limits on personal use by College employees may be imposed in accordance with normal supervisory practices.

### Privacy and Security

The College takes various measures to protect its information resources and users' accounts. However, students should be aware that the College cannot guarantee privacy and that it is the responsibility of individual users to engage in prudent practices by establishing appropriate access restrictions for their accounts and safeguarding their passwords. The normal operation of the College's IT infrastructure requires backing up data, logging activity, monitoring general usage patterns, and other such activities. While the College does not generally review the content of information contained on a computer or transmitted over the network, exceptions are made under the following conditions: when required to preserve public health and safety;

- when required to preserve or restore system integrity or security;
- when required by federal, state, or local law; or
- when there are reasonable grounds to believe that IT resources are being used in violation of law or College policy.

Permission to review individual data can come only from the vice president and chief information officer in conjunction with one other senior officer of the College.

**For more information on privacy issues, see the "Statement of Confidentiality, Privacy, and Security," Appendix R in the Lafayette College *Faculty Handbook*.**

### Enforcement

Violations of this policy will be handled according to normal disciplinary procedures. However, a user's IT use privileges may be temporarily suspended by the College prior to the initiation or completion of these procedures when there is a reasonable basis to believe that an individual is in violation of this policy.

### LIBRARY

Lafayette's libraries provide students with a wide range of information sources and services developed to support their educational pursuits. The libraries provide print and electronic resources for the use of all Lafayette students. The theft, mutilation, or defacement of library materials is therefore a very serious offense against the academic mission of the College; such acts deprive others of access to these materials. A student who steals, mutilates, or defaces library property is subject to disciplinary action and may be liable to legal action; in the state of Pennsylvania, some cases of library theft are classified as felonies. Acts of mutilation include removing pages from or otherwise damaging library materials; acts of defacement include highlighting, underlining, or writing in or on books.

Both Skillman and Kirby libraries have electronic security systems to guard against theft. In order to maintain the security and integrity of the collection, library staff reserves the right to inspect bags, briefcases, and backpacks of patrons leaving the library.

Food and beverages are allowed only in the Skillman Café. Beyond the café, small snacks and beverages with tight-fitting lids are permitted provided they are consumed neatly and all remainders are disposed of properly.

## PARKING

The registration and operation of motor vehicles on campus roadways and in College-controlled parking lots are to be considered privileges and not rights of individuals. Lafayette College reserves the right to deny or revoke such privileges at any time to any and all persons who fail to adhere to these regulations.

Junior and senior students who are authorized and have obtained registration for their motor vehicles may park in designated lots. Issued parking stickers must be displayed on the left section of the rear bumper.

First-year students and sophomores will be assigned to Bushkill Lot on a first-come, first-served basis, with the exception of those commuting from their permanent homes. Spaces are limited and parking is not guaranteed for first-year or sophomore students. On-campus parking assignments will be issued to registered juniors and seniors who reside on campus. The parking registration fee is \$430 each academic year.

Students residing in off-campus housing, either in College-owned or privately owned apartments, may park on city streets only if they register their vehicles with the City of Easton, according to prescribed city guidelines. In addition, students must simultaneously register these motor vehicles with the Office of Public Safety. Campus registration fee is charged to all students living in college-owned housing regardless of whether it is on or off campus. However, off-campus students do not have the privilege of parking in on-campus lots between 7:30 a.m. and 5 p.m., Monday through Friday or during restricted periods (e.g., football games, large campus-wide events).

Students are reminded that Pennsylvania Motor Vehicle laws are applicable to campus roadways and sidewalks.

**For complete regulations and violation fines, see Appendix III, Undergraduate Motor Vehicle and Traffic Regulations, page 72.**

## POLICY PROHIBITING ON-CAMPUS STUDENT PARTICIPATION IN UNRECOGNIZED GREEK ORGANIZATIONS

### Preamble

Lafayette has long been characterized as a living-learning community that fosters the development of students as leaders and as campus citizens, promotes high academic achievement, nurtures a lifelong love of learning, and fosters the development of close friendships and a sense of shared purpose. These are essential components of a Lafayette education. The College recognizes that over the years fraternity and sorority members have produced many noteworthy contributions to campus life.

However, among the College's foremost concerns are the safety and welfare of its students. For this reason, the College has established the Fraternity and Sorority of Excellence Program. This program provides training to our recognized fraternities and sororities to foster safe, informed, and thoughtful organizations, and seeks to address any negative Greek behavior. Fraternities and sororities that are not recognized (or authorized) by Lafayette do not participate in these training programs and are not subject to the College's rules and standards. These organizations may undermine those fraternities and sororities that are recognized by the College and may put the safety of students at risk. For these reasons, the Board of Trustees has voted to prohibit unrecognized organizations from operating on property owned or under the control of the College (referred to as "Lafayette Campus"), or from using any College resources or property, and to prohibit students from participating in unrecognized Greek organizations while on the Lafayette campus, or through the use of any other College resources or property. If a student does participate in an unrecognized Greek organization on the Lafayette Campus or through making use of any College resources or property, that student will be in violation of the policy and will be subject to discipline.

By enacting this policy, the board does not seek to limit the ability of students to associate freely with whomever they wish entirely outside the bounds of the Lafayette campus. Although they are advised against doing so, Lafayette students are not prohibited from joining unrecognized Greek organizations whose activities take place entirely off the Lafayette campus, do not reach onto the Lafayette campus, and do not use any other College property, facilities, or resources.

### 1. Greek Life at Lafayette College

A social Greek life system is available on Lafayette's campus for students who wish to participate in it. There are four social fraternities and six sororities currently recognized by the Board of Trustees and authorized to operate on Lafayette's campus. Recognition has been granted to those organizations that provide a student life experience that supports and furthers the College's academic mission and student life goals. A student who is interested in Greek life should only join a Greek organization that has been recognized by the Board of Trustees and participates in the training and oversight programs described below.

Those social fraternities and sororities recognized by the College's Board of Trustees receive regular educational training from the College on a variety of topics including hazing, alcohol use, sexual misconduct, and diversity and inclusiveness. The College also requires that members of recognized organizations meet or exceed minimum standards related to grade point averages and disciplinary history. Moreover, recognized fraternities and sororities participate in an annual accreditation process. This program provides oversight of the Greek system and is intended to promote the welfare and safety of those participating in that system.

Students may not rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of a Greek organization until the beginning of their sophomore year. After that time, if a student wishes to participate in the Greek life system, he or she may participate in the rush process during the time frames prescribed by the College.

## 2. Unrecognized Greek Organizations

No student may rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of an unrecognized Greek organization while on any property owned or under the control of the College (referred to as “Lafayette campus”), including but not limited to the public and private areas of the College, residence halls or other living areas on campus, as well as other buildings and facilities, including the grounds, athletic fields, and other property of the College, or while otherwise using Lafayette’s resources, wherever they may be located. (Such conduct is hereinafter referred to as “Prohibited On-Campus Conduct.”) Prohibited On-Campus Conduct also extends to the use of College-provided electronic mail, telephone service, servers, or other College-supplied technology, even when physically off of campus property, if using Lafayette’s resources to reach onto campus to engage in conduct regarding an unrecognized Greek organization. The foregoing broad prohibition on the use of any College property in connection with Prohibited On-Campus Conduct by unrecognized Greek organizations is intended to make clear that any such conduct is undertaken without College approval or endorsement, and constitutes a violation of this policy.

**An unrecognized Greek organization is any fraternity, sorority, or other similar social organization that:**

- Previously was recognized by the College but is no longer so recognized; or
- Has a membership and purpose substantially identical to a fraternity or sorority that previously was recognized by the College but is no longer recognized by the College, even if operating under a different name; or
- Purports to be any other fraternity, sorority, or Greek organization not recognized by the College, regardless of whether it has a national affiliation or is recognized elsewhere.

The College retains full and final authority to determine whether a particular organization is operating as an unrecognized Greek organization, and to determine whether a particular student is engaging in Prohibited On-Campus Conduct with an unrecognized Greek organization.

Any student who violates the College’s policy against Prohibited On-Campus Conduct with an unrecognized Greek organization will automatically be brought before the

Student Conduct Committee, and be subject to the full range of disciplinary sanctions available at the College, up to and including expulsion. Moreover, any such organization may itself be subject to additional organization-wide discipline, legal action, and in appropriate circumstances, could face civil and criminal penalties.

Participation by students in unrecognized Greek organizations while completely off campus, without the use of any College resources and without reaching onto campus to engage in conduct is strongly discouraged, but is not prohibited. Students also are reminded that they are representatives of Lafayette College wherever they are. Conduct away from the campus reflects upon the student and the College, and the College may take disciplinary action against students for misbehavior off campus.

**For answers to frequently asked questions about this policy, visit [greeklife.lafayette.edu](http://greeklife.lafayette.edu).**

## BEHAVIORAL HEALTH AND SAFETY POLICY

### Students and Prevention of Suicide, Self-Harm, and/or Harm to Others

Students who observe or suspect another student is experiencing acute emotional distress and/or might be at risk for hurting themselves or another person(s) should immediately seek assistance for that individual. Reporting concerning behaviors will help ensure students receive timely assistance and may even help save a life. In life-threatening situations students should call Public Safety directly at (610) 330-4444. In non-life-threatening situations students may contact the assistant dean of students, the Counseling or Health Centers, the chaplains, or any member of the Campus Life staff to seek assistance or to notify the College that a student is in need of assistance. Members of the community also may complete a Student of Concern form ([deanofstudents.lafayette.edu/community-support-and-response/behavioral-intervention-team/](http://deanofstudents.lafayette.edu/community-support-and-response/behavioral-intervention-team/)) to alert the College about concerning behaviors.

### BEHAVIORAL HEALTH AND SAFETY REVIEW COMMITTEE

The Introductory Statement of the College’s Code of Conduct notes that it is the duty of each student to have consideration for the welfare of others as individuals and for the community as a whole. For its part, Lafayette College endeavors to provide a safe and orderly environment in which all students are able to pursue their academic and social development. In general, students whose behavior violates the Code of Conduct will be referred for disciplinary action as outlined elsewhere in this *Handbook*.

In circumstances where a student’s actions are such that they could pose a threat to the health, safety, or well-being of others or consistently disrupt the College community, the College has the right to require a student undergo an initial assessment by members of the College’s Behavioral Health and Safety Review



Committee (BHSRC). The BHSRC is chaired by the assistant dean of students. Additional members of the BHSRC include the directors of health, counseling, student conduct, and residence life, as well as representatives from Advising and Co-curricular Programs. This individualized assessment will be used to help determine if the student's behavior poses a threat to the health and safety of the College community and/or constitutes a serious, ongoing disruption to the educational and residential aspects of the College. A determination will be made as to whether the behavior could be ameliorated by additional resources and support or might require a leave of absence for health or safety reasons. In situations where students have engaged in behavior that has resulted in serious harm to themselves or others, the assistant dean of students has the right to consult with parents or guardians and/or to place a student on immediate temporary leave without prior consultation with the full committee.

Select committee members will meet individually with the student and review any immediately available information from outside physicians or mental health professionals, parents, faculty, and other community members. When at all possible, the BHSRC seeks to resolve the concerns with the student's cooperation and to have the issue addressed while the student remains in residence or by assisting the student in voluntarily withdrawing for a period of time. If a student declines a voluntary leave of absence or refuses to cooperate with efforts deemed necessary by the BHSRC to evaluate the nature of the student's behavior, the student may be separated from the institution without their consent by action of the assistant dean of students, who may consult with members of the BHSRC.

Additional outcomes may include conditional enrollment, where students may be required to adhere to certain behavioral standards while they remain enrolled. A student who is referred to a medical or mental health professional for a clinical health and safety assessment will be required to sign a release of information so that the general circumstances can be discussed with members of the BHSRC. The release does not require that the counselor and/or physician discuss all the details or background of the case, but it must allow the counselor/physician to share the following information: (1) that the student has been seen; (2) the general nature of the circumstances related to the problem behavior; (3) recommendations for how the problematic behavior can be ameliorated; (4) whether the student is able to function in an independent and academically rigorous environment; and (5) whether the student presents a continuing threat to the health, safety, and well-being of any member of the College community. Students have the option to request the clinical health and safety assessment be conducted by an off-campus licensed mental health or medical professional of their choice. The College reserves the right to determine if the assessment conducted by an off-campus professional meets its criteria.

Students who refuse to comply with a clinical health and safety assessment and the required releases stated above will be referred to the assistant dean of students for possible judicial action or immediate, involuntary leave of absence. Students wishing to appeal a decision to require them to take a leave of absence must make that appeal in writing to the vice president for Campus Life/dean of students within 24 hours of receiving notice of the required leave of absence.

A required leave of absence for health or safety reasons mandates that students be withdrawn from the College for a period of time consistent with a student's individual circumstances before consideration will be given for reinstatement. This requirement is intended to give students time to address the behavior(s) that necessitated the leave of absence so that they can be successful upon their return to campus. Students who are required to take a leave of absence for health or safety reasons are encouraged to work with their academic class dean to determine the appropriate academic outcome for the courses in which they are enrolled. A leave of absence for health or safety reasons may result in the loss of some or all tuition as detailed in the Refund Policy found on the College's Finance and Administration website.

#### **Reinstatement Process for a Required Leave of Absence for Health and Safety Reasons**

At the time a student is required to take a leave of absence for health or safety reasons, the BHSRC will send the student the parameters and documentation requirements outlining the conditions that must be met before he or she can return to campus. To return following a required health and safety leave of absence, students must provide documentation to address the concerns of the BHSRC that necessitated the required leave of absence. In most cases, students also will be required to provide written documentation from a licensed mental health or medical professional attesting to their readiness to return to full-time study and to campus housing in a residential college setting as well as any recommendations for follow-up treatment and on going support. The BHSRC reserves the right to require an evaluation from a professional with expertise in the area related to the student's concerning behavior (e.g., forensic psychology, substance abuse, etc.).

Once the student has provided the required information and is deemed ready to return, reinstatement procedures can be finalized. The deadline for submission of reinstatement materials is June 1 for fall semester, Nov. 1 for spring semester, and April 1 for summer session. Requests for reinstatement during the semester a leave was required will be considered on a case-by-case basis and will take into account the feasibility of a student's ability to make satisfactory academic progress toward graduation.



## LAFAYETTE COLLEGE POLICY ON SEXUAL AND GENDER-BASED HARASSMENT AND OTHER PROHIBITED CONDUCT

### I. STATEMENT OF PURPOSE

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. In order to create and maintain such an environment, the College recognizes that all members of the College community are responsible for ensuring that Lafayette College is free from harassment based on sex or gender. Sexual and gender-based harassment in any form or context subverts the mission and the work of the College and can threaten the career, educational experience, and well-being of students, faculty, and staff.

Lafayette College is, further, committed to freedom of thought, discourse, and speech, and the attainment of the highest quality of academic and educational pursuits. Consistent with the College's policy on academic freedom (*Faculty Handbook*, Appendix A), Lafayette's Harassment Policy is not meant to prohibit or inhibit educational content or discussions that include controversial or sensitive subject matters. In articulating this policy, the College affirms its adherence to the principle of academic freedom as well as its commitment to providing a learning and working environment free of sexual and gender-based harassment.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The College will provide a prompt and equitable response to complaints or notice it receives about prohibited conduct with measures designed to stop the behavior, prevent its recurrence, and address any adverse effects of such conduct in College-related programs or activities.

### II. POLICY ON SEXUAL AND GENDER-BASED HARASSMENT AND OTHER PROHIBITED CONDUCT

#### A. General Rule Prohibiting Sexual and Gender-Based Harassment

Sexual and gender-based harassment are forms of discrimination that violate the standards of conduct expected of every member of the College community and are strictly prohibited. This policy prohibiting sexual and gender-based harassment applies to the conduct of all community members including students, employees, volunteers, and other third parties. Sexual and/or gender-based harassment will not be tolerated in any context or position whether it be between faculty and students, faculty and other faculty, coaches and athletes, supervisors and employees, staff and students, students and other students, workers and co-workers, or others. This general rule prohibiting sexual and gender-based harassment applies equally regardless of the relative status or position of the individuals involved.

All community members have a responsibility to adhere to College policies, as well as local, state, and federal laws. This policy applies to conduct occurring on Lafayette College property as well as at College-sanctioned events that take place off campus. This policy also applies to off-campus conduct.

The prohibited conduct defined in this policy can be committed by individuals of any gender and can occur between individuals of the same gender or different genders.

## B. Forms of Sexual and Gender-Based Harassment

### 1. Sexual Harassment

There are two types of sexual harassment: quid pro quo and hostile environment.

#### a. Quid Pro Quo

Quid pro quo sexual harassment includes unwelcome conduct of a sexual nature such as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome expressive, visual, or physical conduct of a sexual nature when:

- i. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing, or status in a course, program, or activity; or
- ii. submission to or rejection of such conduct is used as a basis for an employment-related, educational, or other decision(s) affecting evaluation, grades, or advancement.

#### b. Hostile Environment

A "hostile environment" exists when unwelcome conduct of a sexual nature (such as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome expressive, visual, or physical conduct of a sexual nature) has the purpose or effect of unreasonably interfering with an individual's work, educational participation or performance, or status, i.e., it is sufficiently severe, persistent, or pervasive as to create an intimidating, offensive, demeaning, or humiliating educational, residential, or working environment. Sexual conduct is unwelcome if it is not solicited or invited and the recipient considers it undesirable or offensive.

In order to constitute a violation, the hostile environment must be subjectively perceived by the complainant, and that perception must be reasonable for a person in the complainant's position. Whether the conduct creates a hostile environment depends on a variety of factors, including but not limited to: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred. Sexual and gender-based harassment may be at issue even in relationships that begin as welcome.

**Examples of behavior that might be considered conduct of a sexual nature include, but are not limited to:**

- Unwelcome sexual attention, propositions, touching, or other verbal or physical conduct of a sexual nature;
- Unwelcome sexual or gender-specific innuendo or jokes; humor about sex-specific or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender;
- Unwelcome oral, written, or electronic communications of a sexual nature;
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexual rumors or ratings of sexual activity or performance; and
- Implied or overt threats of punitive action, as a result of rejection of sexual advance.

As described in the Statement of Purpose (section I), the normal activities of teaching, learning, or producing or consuming artistic or scholarly work will not be construed as "conduct of a sexual nature" merely by virtue of the representation or consideration of sexual matters in the course of these activities.

Other forms of sexual harassment, such as sexual assault, are addressed in the College's Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, and Stalking Policy.

### 2. Gender-Based Harassment

A gender-based hostile environment exists when verbal, nonverbal, graphic, visual, or physical conduct based on sex, sex stereotyping, or gender identity, but not involving conduct of a sexual nature, is sufficiently severe, persistent, or pervasive as to create an intimidating, offensive, demeaning, or humiliating educational, residential, or working environment.

In assessing all related circumstances to determine whether a hostile environment exists, incidents of gender-based harassment combined with incidents of sexual harassment could create a hostile environment, even if neither the gender-based harassment alone nor the sexual harassment alone would be sufficient to do so.

If any gender-based or unwelcome sexual conduct occurs, even if that conduct does not rise to the level of constituting a hostile environment, it is unacceptable and should be reported so that the College can take prompt measures to address the concern before it rises to the level of creating a hostile environment.

**3. Retaliation**

Retaliation or retaliatory harassment is intentional action taken by an individual or allied third party that harms an individual as reprisal for reporting in good faith a potential policy violation or for participating in the College's investigation or disciplinary process.

Retaliation against anyone involved in filing a complaint under this policy, filing an external complaint, or participating in the College's investigation or disciplinary process is prohibited.

**C. Other Prohibited Conduct**

There are risks inherent in any romantic or sexual relationship between individuals in unequal positions. Although such relationships may not constitute harassment, they may compromise the integrity of the educational or employment process. The special relationship between students and teachers, coaches, advisers, or other staff members who counsel them, and employees and their supervisors requires that special additional rules apply as addressed below.

**1. Prohibited Relationships between Instructor/Staff Member and Student**

a. While a student is a student of a particular instructor/staff member, the instructor/staff member shall not ask the student for a sexual favor or in other ways make a sexual advance to the student. While a student is a student of a particular instructor/staff member, any romantic advance or sexual relationship between the student and the particular instructor/staff member is prohibited. This rule applies even if the romantic advance or sexual relationship is welcome.

A student is a "student of a particular instructor/staff member":

- (i) when a student is in a course taught by the instructor and/or has not yet received a final grade; or
- (ii) when a student is assigned to be advised by a particular instructor/staff member;
- (iii) when a student is an athlete coached by a particular intercollegiate athletic coach or trainer;
- (iv) when a student is advised by a professional advisory committee member, honors committee member, or member of a comparable committee;
- (v) at other times when an instructor/staff member has a relationship with a student such that a student's activities at the College are being supervised or evaluated by the instructor/staff member.

b. Unless prohibited by section II.C.1.a. above, if a welcome sexual and/or romantic relationship develops between a student and an instructor/staff member, the instructor/staff member must not thereafter take part in any activity that

involves evaluation of the student's work or performance. If a student later becomes a "student of a particular instructor/staff member," the instructor/staff member shall disclose the existence of such relationship to the provost or vice president of Human Resources, as appropriate, who shall make alternative arrangements for the evaluative process.

**2. Prohibited Relationships Between Supervisors and Subordinates**

Any person (a) who has power, either individually or collectively with others, to dispense or influence rewards or punishments regarding another person, (b) who evaluates the work performance of another person, or (c) to whom another person reports regarding work assignments may not subject such other person to any unwelcome sexual conduct such as an unwelcome sexual advance or request for sexual favors, regardless of whether submission to such conduct is explicitly or implicitly made a basis for a decision affecting such person or whether such conduct creates a hostile environment.

If a welcome sexual and/or romantic relationship develops between a supervisor and a subordinate, or between faculty in the same department or program, the more senior employee must not thereafter take part in any activity that involves evaluation of the other's work. Under such circumstances, the more senior employee shall disclose the existence of such a relationship to the provost or the vice president of Human Resources as appropriate, who shall make alternative arrangements for the evaluative process.

**III. TITLE IX COORDINATORS**

The Educational Equity coordinator coordinates the College's compliance with Title IX. This includes coordinating campus-wide education programming; reviewing policies, procedures, and protocols related to Title IX; and monitoring investigations. The Educational Equity coordinator can be contacted by telephone, by email, or in person during regular office hours. Appointments are encouraged.

Jessica Brown, JD  
Educational Equity Coordinator  
211 Feather House  
610-330-5338  
brownjes@lafayette.edu

The College also has appointed deputy coordinators to assist with coordinating compliance under Title IX. The deputy coordinators can be contacted by telephone, by email, or in person during regular business hours. Appointments are encouraged.



Jennifer Dize  
Assistant Dean of Students  
204 Feather House  
(610) 330-5082  
dizej@lafayette.edu

Terrence Haynes  
Assistant Director of Residence Life  
125 South College  
(610) 330-3290  
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The president has the authority to designate more deputy coordinators as needed. For a complete list of coordinators, visit [sash.lafayette.edu](http://sash.lafayette.edu).

#### IV. REPORTING, RESOURCES, AND CONFIDENTIALITY

##### A. General Information Regarding Confidentiality

An individual who has experienced sexual or gender-based harassment has a variety of available options and resources. Individuals are encouraged to familiarize themselves with their options and responsibilities before disclosing a potential violation of this policy to a College employee. When the College has notice of a potential violation of this policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s). If you have any questions or concerns regarding the reporting requirements of individuals, please do not hesitate to ask them. An inquiry into an individual's reporting obligations will not, by itself, trigger an investigation.

##### B. Reporting Options

###### 1. Reporting to Title IX Coordinators:

The Educational Equity coordinator is responsible for overseeing the College's response to reports of sexual and gender-based harassment. Therefore, the College strongly encourages all individuals to report a potential violation of this policy directly to the Educational Equity coordinator or one of the Title IX deputy coordinators.

When the Educational Equity coordinator becomes aware of a complaint or allegations of sexual or gender-based harassment, the Educational Equity coordinator, in conjunction with other relevant administrators, will conduct a Title IX assessment to determine appropriate action. The Title IX coordinator will maintain as confidential the identity of the complainant, to the extent possible. (See section V. A. "Notice Received by the Educational Equity Coordinator" below.)

Reports can be made in person during regular business hours. Individuals also may report to the Title IX

coordinators through the reporting tool located at [sash.lafayette.edu](http://sash.lafayette.edu). The reporting tool is only checked during regular business hours and should not be used in emergencies or situations where an immediate response is required.

###### 2. Confidential Reporting and Resources:

Several campus professionals are designated confidential resources where members of the community can seek counseling and guidance. Professional, licensed mental health professionals and pastoral counselors whose official responsibilities include providing mental health counseling or pastoral care to members of the College community are not required to report any information about an incident to the Educational Equity coordinator without an individual's permission. In rare circumstances, these individuals may have other reporting obligations under the law (for example, abuse of a minor). The following is the contact information for these individuals:

The Counseling Center  
Bailey Health Center, Second Floor  
(610) 330-5005  
Call for information about walk-in hours and appointments.

College Chaplain, Alex Hendrickson  
115C Farinon  
(610) 330-5959  
Available during regular business hours

###### 3. Private Reporting (Mostly Confidential):

Some College employees, designated under Private Reporting, can talk to a complainant without being required to disclose the name of the complainant or other personally identifiable information to the Educational Equity coordinator. These employees are only required to share a limited report to inform the Educational Equity coordinator of the date, time, general location, and nature of the sexual or gender-based harassment. This general information is necessary in order for the College to track patterns appropriately, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Individuals can seek assistance and support from the employees listed below without triggering an investigation that would reveal the identity of the complainant. Before sharing the general report with the Educational Equity coordinator, these employees will work with the complainant to ensure that no personally identifiable details about the complainant are shared. The following is contact information for those who serve in this private reporting role:

Bailey Health Center (Medical)  
607 High St. (southwest corner of High and McCartney streets)  
(610) 330-5001

SASH advisers are members of the College faculty and staff who are trained to provide general informal and resource referral regarding sexual and gender-based harassment (which includes sexual assault, sexual exploitation, domestic violence, dating violence, and stalking). Individuals do not have to provide any identifiable information when speaking to a SASH adviser. While SASH advisers may generally keep any personally identifiable information private, this cannot be guaranteed. There may be times when this information must be shared with the Educational Equity coordinator to ensure an appropriate institutional response.

SASH adviser on-call 24/7: (610) 330-5964

#### 4. Reporting to Responsible Employees:

A Responsible Employee is a College employee who has the authority to redress sexual or gender-based harassment, or who has the duty to report sexual or gender-based harassment, or whom a student could reasonably identify as having this authority or duty.

Lafayette College has designated all faculty (including visiting faculty) and all administrators as Responsible Employees. Examples of administrators include: Public Safety officers or other Campus Security personnel, Residence Life staff, and Student Life staff including athletic coaches and trainers. Resident assistants are also Responsible Employees. For a complete list of Responsible Employees, visit [sash.lafayette.edu](http://sash.lafayette.edu).

According to this policy, whenever a Responsible Employee is told or becomes aware of any information related to alleged sexual or gender-based harassment, the Responsible Employee must share all relevant information about the alleged incident with the Educational Equity coordinator or a Title IX deputy coordinator. The Responsible Employee is only responsible for sharing what was disclosed and should not attempt to investigate the allegations. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

Before a complainant reveals any information to the Responsible Employee, the Responsible Employee will do her or his best to ensure that the complainant understands the limitations on confidentiality and the obligation of the Responsible Employee to disclose personally identifiable information to the Educational Equity coordinator. If, as a result, the complainant prefers to consult with a confidential resource (as described in section IV.B.2 above), the Responsible Employee should assist with an appropriate referral prior to the complainant's disclosure of details pertinent to the sexual or gender-based harassment.

If the complainant decides to report an incident to a Responsible Employee, but requests that the Responsible Employee maintain confidentiality or requests that no

investigation into the incident be conducted or disciplinary action be taken, the Responsible Employee should inform the complainant that the Educational Equity coordinator will review the information and consider the request for such confidentiality/non-action, but should explain that confidentiality/non-action cannot be guaranteed.

#### 5. Reporting to Public Safety:

The Office of Public Safety is available 24 hours a day to receive complaints regarding sexual or gender-based harassment and may be reached at (610) 330-4444 (emergency), or (610) 330-5330 (non-emergency). A complainant who wishes to file a criminal complaint regarding sexual misconduct may also contact the Office of Public Safety.

## V. INSTITUTIONAL RESPONSE AND AVAILABLE COMPLAINT PROCEDURES

### A. Notice Received by the Educational Equity Coordinator

When the Educational Equity coordinator receives information about a potential violation of this policy, the Educational Equity coordinator will conduct a Title IX assessment. The first step of this assessment will usually be a meeting with the Educational Equity coordinator and the complainant. The Educational Equity coordinator will invite appropriate administrators to participate throughout the assessment.

As part of the Title IX assessment, the College will assess the nature of the allegation, address immediate needs of the complainant and the campus community, discuss available procedural options and determine the complainant's preference for resolution (whether to pursue an informal resolution, a formal resolution, or not to pursue a resolution of any kind), provide the complainant with information about resources both on and off campus, and assess for pattern evidence or other similar conduct by the respondent. This assessment will continue until the College has sufficient information to determine an appropriate course of action.

If the complainant requests confidentiality, asks that the complaint not be pursued, or does not respond to requests for a meeting, the Educational Equity coordinator will consider this request in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all members of the College community. The College, through the Educational Equity coordinator, will take reasonable steps to respond in a manner consistent with the complainant's request; however, the response may be limited. Additionally, there may be situations in which the College must override a request in order to meet its Title IX obligations.

## B. Available Complaint Procedures

### 1. Overview

The following informal and formal procedures are intended to afford a prompt and equitable response to complaints of sexual and gender-based harassment and other conduct prohibited under this policy. They are designed to ensure fairness, maintain privacy, and enable the imposition of appropriate sanctions on members of the College community who violate this policy. Resources are available for both students and employees, whether as complainants or respondents, to provide guidance throughout the investigation and resolution of the complaint.

The informal and formal complaint procedures set forth below are internal administrative procedures of the College. As to those forms of sexual or gender-based harassment that also violate state or federal law, an aggrieved person also may file a complaint simultaneously or thereafter with the appropriate local, state, or federal agency (such as the Office for Civil Rights) or in a court with jurisdiction. (See section VI “External Remedies” below.)

### 2. Informal Resolution Procedures

In cases involving allegations of sexual and gender-based harassment, the Educational Equity coordinator will determine whether there is an appropriate facilitated informal resolution mechanism that may be considered. This determination will be made when the College has completed a Title IX assessment. (See section V. A. “Notice Received by the Educational Equity Coordinator.”) Upon determining that a facilitated informal resolution is appropriate, the Educational Equity coordinator will work with relevant administrators to coordinate an informal resolution. This may include shuttle diplomacy, facilitated conversation, training and education for individuals or groups, and/or any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

If it is determined that a facilitated informal resolution may be appropriate, the Educational Equity coordinator will speak with the complainant about this option. If the complainant agrees, the Educational Equity coordinator (or other administrator in consultation with the Educational Equity coordinator) will speak with the respondent. Informal resolution will be pursued only with the consent of both parties, and a complainant or respondent has the right to end the informal resolution process at any time and begin the formal resolution process. If the facilitated informal process results in a resolution, both parties will receive outcome notification that the process has concluded, and the case will be closed.

If the parties are unable to reach a resolution in a timely manner (normally within 45 days), or if either party requests to terminate the informal resolution process, the formal complaint process will proceed.

The use of the informal resolution process is not a prerequisite to initiating formal resolution procedures. The College will never require the complainant to work out the problem directly with the respondent. Informal resolution (such as mediation) is never permitted in cases involving sexual violence.

Informal resolution eliminates a potential hostile environment by identifying and implementing remedies to eliminate the harassment, address its effects, and prevent its recurrence. Because it does not involve a formal adjudication process, it does not result in disciplinary action against the respondent.

Anyone who has an inquiry or who is requesting an informal resolution may bring a support person to meetings with the Educational Equity coordinator and/or designee as long as that person agrees to be bound by the confidentiality provisions of this policy.

### 3. Formal Complaint Procedures

In circumstances where the Title IX coordinator determines that the matter is not appropriate for informal resolution, or where the complainant does not wish to pursue or withdraws from the informal resolution process, or the informal resolution process is unsuccessful, and the Title IX coordinator, after completing the Title IX assessment (see section V.A. “Notice Received by the Educational Equity Coordinator”), concludes that there is sufficient information to warrant an investigation, then the Educational Equity coordinator will refer the case to the responsible officer who shall proceed as provided below. Because the relationship between the College and students, staff, and faculty differs in nature, the procedures that apply when seeking action against such individuals differ as well. However, each of the procedures is guided by the principles of fundamental fairness and respect for all parties and includes the following: notice, an equitable opportunity to be heard, and an equitable opportunity to respond.

The responsible officer shall refer the complaint to an internal or external investigator (or, if needed, an investigation team) who shall conduct an investigation to determine whether there is a reasonable basis to believe that the policy has been violated. All investigators must have specific training and/or experience investigating allegations of sexual and gender-based harassment.

The investigator shall inform the responsible officer and the Educational Equity coordinator in writing of the results of the investigation and the conclusion, normally within 10 calendar days. Both parties shall be notified in writing if the Educational Equity coordinator deems it warranted to extend this time period.

If the investigator or investigation team concludes that there is a reasonable basis to believe that the policy has been violated, the responsible officer shall then cause a hearing to occur pursuant to the relevant procedures below:

- a. for alleged violations of this policy by students, the assistant dean of students (or designee) will initiate

procedures applicable to charges of sexual misconduct that can be found in the *Student Handbook*;

- b. for alleged violations of this policy by staff members not in the bargaining unit, the College officer responsible for the division employing the respondent will initiate procedures that can be found here;
- c. for alleged violations of this policy by union staff members, the vice president for Human Resources will initiate procedures in accordance with the collective bargaining agreement;
- d. for alleged violations of this policy by members of the faculty (including, in any teaching role, administrators with faculty status), the provost (or designee) will initiate procedures in accordance with the *Faculty Handbook*;
- e. for alleged violations of this policy arising out of the teaching role of any other instructor of a course, the provost (or designee) will initiate disciplinary procedures in accordance with the attached procedure; and
- f. for any other alleged violation of this policy, the president (or designee) will initiate appropriate disciplinary procedures.

The individuals identified in a.-f. above may consult with the Title IX coordinator as needed.

If complainants or the respondents feel that a complaint brought under this policy was not promptly resolved with due regard for the rights of the parties involved, they should bring these concerns to the Educational Equity coordinator. If the concern involves the Educational Equity coordinator, it should be brought to the president.

Even if the respondent is a third party and not a student or employee, the College will promptly and equitably respond to all reports of sexual and/or gender-based harassment against students or employees in a manner that is reasonable to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

## VI. EXTERNAL REMEDIES

Lafayette College expects all members of the College community to uphold the laws of the Commonwealth of Pennsylvania and the United States regarding sexual and/or gender-based harassment. Sexual and gender-based harassment also constitutes sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of the Commonwealth of Pennsylvania. In addition to any sanctions that may be imposed by the College for violations of this policy, a member of the College community who sexually harasses (including gender-based harassment) another member may be held personally liable

to the victim and be subject to sanctions independent of those imposed by the College. Nothing in this policy shall prevent the complainant or the respondent from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction. If the complainant or the respondent feels that a sexual harassment complaint was not promptly resolved by the College with due regard for the rights of the parties involved as afforded to them by Title IX of the Education Amendments of 1972, either party may file a formal complaint with the Educational Equity coordinator or the Office for Civil Rights:

Office for Civil Rights, Philadelphia Office  
U.S. Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Phone: (215) 656-8541  
Fax: (215) 656-8605  
Email: OCR.Philadelphia@ed.gov

## VII. EDUCATION AND PREVENTION PROGRAMS

The Educational Equity coordinator works with all campus divisions to provide education about sexual and gender-based harassment to meet campus and compliance needs. In an effort to prevent and eliminate sexual misconduct, Lafayette College maintains an informative website about the sexual and gender-based harassment policy, procedures, prevention, and response. Education efforts will be reviewed periodically by the Educational Equity coordinator and the Presidential Oversight Committee on Sexual Assault and Sexual Harassment (POCSASH).

Questions regarding Title IX may be referred to the College's Educational Equity coordinator or the Office for Civil Rights.

## VIII. POLICY DISTRIBUTION AND REVIEW

This policy will be widely distributed on campus and available on [sash.lafayette.edu](http://sash.lafayette.edu) and [hr.lafayette.edu](http://hr.lafayette.edu) so that all students, faculty, and staff will be made aware of it upon their arrival and at the beginning of each academic year.

The Educational Equity coordinator and the Presidential Oversight Committee on Sexual Assault and Sexual Harassment will review the Policy on Sexual and Gender-Based Harassment and Other Prohibited Conduct and related procedures on a periodic basis in order to capture evolving legal requirements and improve the delivery of services.





## POLICY ON SEXUAL ASSAULT, SEXUAL EXPLOITATION, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

### I. STATEMENT OF PURPOSE

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual assault, sexual exploitation, domestic violence, dating violence, and stalking in any form or context are contrary to this principle. Sexual assault, sexual exploitation, domestic violence, dating violence, and stalking can threaten the safety, well-being, educational experience, and career of students, faculty, and staff and will not be tolerated in any form.

This Policy will be widely distributed on campus to all students, faculty, and staff at the beginning of each academic year. The most current version of this Policy can be found online at [sash.lafayette.edu](http://sash.lafayette.edu).

An individual found to have violated this Policy will be subject to disciplinary action consistent with the procedures set forth below.

This Policy also prohibits retaliation against individuals for bringing complaints of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking or participating in the processes outlined in this Policy. The College will take disciplinary action against persons who attempt such retaliation.

Through procedures that address both prevention and remedy, this Policy aims to maintain a campus environment that is free of sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

The College intends to maintain, consistent with this Policy: (1) education and prevention programs that inform the College community about sexual assault, sexual exploitation, domestic violence, dating violence, and stalking; (2) procedures sensitive to complainants in responding to reports of sexual assault, sexual exploitation, domestic violence, dating violence, and stalking, including informing victims of medical, counseling, support services, and available alternative remedies; (3) procedures for determining violations of this Policy that assure fairness to the complainant and the respondent; (4) College disciplinary sanctions for those who commit sexual assault, sexual exploitation, domestic violence, dating violence, or stalking; and (5) an ongoing Presidential Oversight Committee to review the effectiveness of the College's Policy, and relevant programs and procedures.

### II. POLICY

Sexual assault, sexual exploitation, domestic violence, dating violence, and stalking violate the standards of conduct expected of every member and visitor within the College community. This Policy outlines the formal definitions and administrative remedies that Lafayette College holds with respect to sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. Therefore, this document contains some language that, by necessity, may be abstract or legalistic. If an individual has questions about the Policy, please do not hesitate to contact the Educational Equity coordinator for clarity and guidance.

Jessica Brown, JD  
Educational Equity Coordinator  
211 Feather House  
610-330-5338  
[brownjes@lafayette.edu](mailto:brownjes@lafayette.edu)

### III. DEFINITIONS

When used in this Policy, “complainant” refers to the individual who is identified as the recipient of the prohibited conduct.

“Respondent” refers to the individual alleged to have engaged in prohibited conduct.

#### Sexual Assault

Sexual assault includes any of the following:

- A. Any intentional, unconsented touching, or threat or attempt thereof, of:
  - (i) An intimate bodily part of another person, such as a sexual organ, buttocks, or breast;
  - (ii) Any bodily part of another person with a sexual organ; or
  - (iii) Any part of another person’s body with the intent of accomplishing a sexual act; or
- B. Unconsented, inappropriate disrobing of another person, or intentional exposure of one’s genitals to another without the other’s consent; or
- C. Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent; or
- D. Rape or involuntary deviate sexual intercourse as defined by the laws of the Commonwealth of Pennsylvania.

#### Sexual Exploitation

Sexual exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. This includes but is not limited to observing, photographing, videotaping, or making other visual or auditory records of sexual activity or stages of undress/nudity, where there is a reasonable expectation of privacy, without the consent of all parties; or the sharing of visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties.

#### Consent

It is the responsibility of the initiator of sexual contact to receive consent and to make sure they understands fully what the person with whom they are involved wants and does not want sexually. Consent for purposes of this policy means permission. Consent shall have been deemed to have been given if the other person assents, through an affirmative and voluntary statement or action, to the sexual gesture or activity. Assent obtained through physical force, threats, intimidation, or coercion is not considered consent.

If the person initiating sexual activity knew or reasonably should have known that the other was incapacitated, assent will not constitute consent. Incapacitation means that a person lacks the ability to make informed judgments about whether or not to engage in the sexual activity. A person may be incapacitated as a result of the consumption of alcohol and/or other drugs,

or due to a temporary or permanent physical or mental health condition. One is not expected to be a medical expert in assessing incapacitation, but is expected to look for the common and obvious warning signs that show a person may be incapacitated or approaching incapacitation. Although every individual may manifest signs of incapacitation differently, typical signs include slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, or incontinence.

Silence, in and of itself, cannot be interpreted as consent. Previous relationship and prior consent do not imply consent to future sexual acts, and consent to one type of sexual activity does not imply consent to other forms of sexual activity. Consent can be withdrawn at any time.

#### Domestic Violence

Domestic violence means crimes of violence, including causing or attempting to cause physical or sexual assault or abuse, placing another in reasonable fear of serious bodily injury, restraining another’s liberty or freedom of movement, or stalking, where such conduct is committed by: (1) a current or former spouse or intimate partner of the complainant; (2) a person with whom the complainant shares a child; (3) a person who is cohabitating or has cohabitated with the complainant as a spouse or intimate partner; (4) a person similarly situated to a spouse of the complainant; or (5) any other person against an adult or youth complainant who is protected from that person’s acts under Pennsylvania’s domestic or family violence laws.

#### Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

#### Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, monitoring, surveilling, harassing, threatening, or intimidating or communicating to or about another by telephone, mail, electronic communication, social media, or any other action, device, or method.

### IV. EDUCATION AND PREVENTION PROGRAMS

The Title IX coordinator, Title IX deputy coordinator or a designee shall have oversight for a College-wide education and prevention program on sexual assault, sexual exploitation, domestic violence, dating violence, and stalking, which

includes both new student, faculty, and employee orientation programming, and ongoing prevention and awareness programs for students, faculty, and staff. The Title IX coordinator or a designee shall also coordinate training of counselors, Student Life staff, campus disciplinary board members, the Department of Public Safety, group leaders, and members of living groups to respond effectively to sexual assault, sexual exploitation, domestic violence, dating violence, and stalking; providing of crisis intervention counseling and referrals; disseminating literature on sexual assault, sexual exploitation, domestic violence, dating violence, and stalking; providing information on positive and safe options for bystander intervention; providing information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks and violence; and providing students and employees with a written explanation of existing counseling, health, mental health, victim advocacy, legal assistance, and other support services available both on campus and in the community.

Notices and statistics of reported incidents of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking will be reported to the College community as required by law or as otherwise appropriate.

In addition, a Presidential Oversight Committee, appointed by the president and consisting of faculty, students, and staff members, shall conduct periodic reviews of the Policy, as well as related procedures, and programs, and recommend to the president and the faculty revisions necessary to comply with federal or state law and to support institutional goals. The president shall appoint the chair of the committee. When federal, state, or local law necessitates that changes be made to this Policy in a more timely fashion than the typical procedures will allow, the Committee may, in consultation with the president, implement changes on an interim basis pending final approval by the faculty. This Oversight Committee is also charged by the president to oversee the College's sexual harassment policy and procedures.

## V. REPORTING, RESOURCES, AND CONFIDENTIALITY

### A. GENERAL INFORMATION REGARDING CONFIDENTIALITY

An individual who has experienced sexual or gender-based harassment (which includes sexual assault, sexual exploitation, domestic violence, dating violence, and stalking) has a variety of available options and resources for support. Individuals are encouraged to familiarize themselves with their options and responsibilities before disclosing a potential violation of this Policy to a College employee. When the College has notice of a potential violation of this Policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation(s). If you have any questions or concerns regarding the reporting requirements of individuals, please do not hesitate to

ask them. An inquiry into an individual's reporting obligations will not, by itself, trigger an investigation.

## B. REPORTING OPTIONS

### 1. Reporting to Title IX Coordinators:

The Educational Equity coordinator is responsible for overseeing the College's response to reports of sexual and gender-based harassment (which includes sexual assault, sexual exploitation, domestic violence, dating violence, and stalking). Therefore, the College strongly encourages all individuals to report a potential violation of this Policy directly to the Educational Equity coordinator or one of the Title IX deputy coordinators:

Jessica Brown, JD  
Educational Equity Coordinator  
211 Feather House  
(610) 330-5338  
brownjes@lafayette.edu

Lisa Rex  
Director of Human Resources-Employment  
12 Markle Hall  
(610) 330-5060  
rexl@lafayette.edu

Jennifer Dize  
Deputy Coordinator  
Assistant Dean of Students  
204 Feather House  
(610) 330-5082  
dizej@lafayette.edu

Terrence Haynes  
Deputy Coordinator  
Assistant Director of Residence Life  
125 South College  
(610) 330-3290  
haynest@lafayette.edu

Reports can be made in person during regular business hours. Appointments are encouraged. Individuals also may report to the Title IX coordinators through the reporting tool located at [sash.lafayette.edu](https://sash.lafayette.edu). The reporting tool is only monitored during regular business hours and should not be used in emergencies or situations where an immediate response is required. In such situations, call a SASH adviser (610) 330-5964 or Public Safety at (610) 330-4444 (emergency), or (610) 330-5330 (non-emergency).

**Notice Received by the Educational Equity Coordinator**

When the Educational Equity coordinator receives information about a potential violation of this Policy, the Educational Equity coordinator will conduct a Title IX assessment. The first step of this assessment will usually be a meeting with the Educational Equity coordinator and the complainant. The Educational Equity coordinator will invite appropriate administrators to participate throughout the assessment.

**Title IX Assessment**

As part of the Title IX assessment, the College will assess the nature of the allegation, address immediate needs of the complainant and the campus community, discuss available procedural options, determine the complainant's preference for resolution, provide the complainant with information about resources both on and off campus, and assess for pattern evidence or other similar conduct by the respondent. This assessment will continue until the College has sufficient information to determine an appropriate course of action.

If the complainant requests confidentiality or asks that a complaint not be pursued, the Educational Equity coordinator will consider this request in the context of the College's responsibility to provide a safe and non-discriminatory environment for all members of the College community. The College, through the Educational Equity coordinator, will take reasonable steps to respond in a manner consistent with the complainant's request; however, the response may be limited. Additionally, there may be situations in which the College must override a request in order to meet its Title IX obligations.

**2. Confidential Reporting and Resources:**

Several campus professionals are designated confidential resources where members of the community can seek counseling and guidance. Professional, licensed mental health professionals and pastoral counselors whose official responsibilities include providing mental health counseling or pastoral care to members of the College community are not required to report any information about an incident to the Educational Equity coordinator without an individual's permission. In rare circumstances, these individuals may have other reporting obligations under the law (for example, abuse of a minor). The following is the contact information for these individuals:

The Counseling Center  
Bailey Health Center, 2nd Floor  
(610) 330-5005  
Call for information about walk-in hours and appointments

College Chaplain, Alex Hendrickson  
115C Farinon  
(610) 330-5959  
Available during regular business hours

**3. Private Reporting (Mostly Confidential):**

Some College employees, designated under private reporting, can talk to a complainant without being required to disclose the name of the complainant or other personally identifiable information to the Educational Equity coordinator. These employees are only required to share a limited report to inform the Educational Equity coordinator of the date, time, general location, and nature of the allegations. This general information is necessary in order for the College to track patterns appropriately, evaluate the scope of the problem, and formulate appropriate campus-wide responses. The following is contact information for those who serve in this private reporting role:

Bailey Health Center (Medical)  
607 High St.  
(S.W. Corner of High and McCartney Sts.)  
(610) 330-5001

SASH advisers are members of the College faculty and staff who are trained to provide general informal and resource referral regarding sexual and gender-based harassment (which includes sexual assault, sexual exploitation, domestic violence, dating violence, and stalking). Individuals do not have to provide any identifiable information when speaking to a SASH adviser. While SASH advisers may generally keep any personally identifiable information private, this cannot be guaranteed. There may be times when this information must be shared with the Educational Equity coordinator to ensure an appropriate institutional response.

**SASH adviser on call 24/7: (610) 330-5964**

**4. Reporting to Responsible Employees**

A Responsible Employee is a College employee who has the authority to redress sexual or gender-based misconduct or who has the duty to report sexual or gender-based misconduct, or whom a student could reasonably identify as having this authority or duty.

Lafayette College has designated all faculty (including visiting faculty) and all administrators as Responsible Employees. Examples of administrators include: Public Safety officers or other Campus Security personnel, Residence Life Staff, and Campus Life staff including athletic coaches and trainers. Resident advisers are also Responsible Employees. For a complete list of Responsible Employees, visit [sash.lafayette.edu](http://sash.lafayette.edu).

According to this Policy, whenever a Responsible Employee is told or becomes aware of any information related to alleged sexual or gender-based misconduct, the Responsible Employee must share all relevant information about the alleged incident with the Educational Equity coordinator or a Title IX deputy coordinator. The Responsible Employee is only responsible for sharing what was disclosed and should not attempt to investigate the allegations. To the extent possible, information reported



to a Responsible Employee will be shared only with people responsible for handling the College's response to the report.

Before a complainant reveals any information to the Responsible Employee, the Responsible Employee will do their best to ensure that the complainant understands the limitations on confidentiality and the obligation of the Responsible Employee to disclose personally identifiable information to the Educational Equity coordinator. If, as a result, the complainant prefers to consult with a confidential resource, the Responsible Employee should assist with an appropriate referral prior to the complainant's disclosure of details pertinent to the sexual misconduct.

If the complainant decides to report an incident to a Responsible Employee, but requests that the Responsible Employee maintain confidentiality or requests that no investigation into the incident be conducted or disciplinary action be taken, the Responsible Employee should inform the complainant that the Educational Equity coordinator will review the information and consider the request for such confidentiality/non-action, but should explain that confidentiality/non-action cannot be guaranteed.

### 5. Reporting to Public Safety:

The Department of Public Safety is available 24 hours a day to receive complaints regarding sexual or gender-based harassment (which includes sexual assault, sexual exploitation, domestic violence, dating violence, and stalking) and may be reached at (610) 330-4444 (emergency), or (610) 330-5330 (non-emergency). A complainant who wishes to file a criminal complaint regarding sexual misconduct also may contact the Department of Public Safety.

The College's website for Sexual Violence Prevention, Education, and Response ([sash.lafayette.edu](http://sash.lafayette.edu)) provides the most comprehensive and current list of available on- and off-campus resources and support services for complainants and respondents.

### C. AMNESTY STATEMENT

Sometimes, individuals are hesitant to report to College officials an incident of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking because they fear that they themselves may face disciplinary sanctions as a result of their own violation of College Policy. To encourage reporting and the free exchange of information, the College will generally not proceed with disciplinary proceedings against an individual involved in an investigation related to sexual assault, sexual exploitation, domestic violence, dating violence, or stalking for misconduct that occurred in relation to the reported incident provided the misconduct did not jeopardize the health or safety of others.

### D. EXTERNAL REMEDIES

Sexual assault, exploitation, domestic violence, dating violence, and stalking are criminal acts that also may subject the respondent to criminal and civil penalties under federal

and state law. Lafayette College expects all members of the College community to uphold the laws of the Commonwealth of Pennsylvania and the United States regarding sexual assault, domestic violence, dating violence, and stalking. In addition to any sanction that may be imposed by the College for violations of this Policy, a member of the College community who commits sexual assault, domestic violence, dating violence, or stalking may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the College. Nothing in this Policy shall prevent the complainant or the accused from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction.

### E. FORMAL COMPLAINT PROCEDURE

Persons wishing to file formal complaints internally to Lafayette College of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking will be directed to the Educational Equity coordinator or designee who will review the allegations and conduct an initial Title IX assessment (see Section V.B.1.a. above). Once the assessment is complete, the Educational Equity coordinator or designee will appoint an investigator or team of investigators to conduct an investigation.

### VI. DISCIPLINARY PROCEEDINGS

When appropriate, disciplinary proceedings will be initiated. If the complainant requests disciplinary proceedings not be instituted, the Educational Equity coordinator or designee will consider this request in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all members of the College community. There may be situations in which the College must override a request in order to meet its Title IX obligations.

The investigator(s) and Educational Equity coordinator or designee will provide the results of investigations to the appropriate responsible College officer. This includes complaints against: (i) students to the vice president for Campus Life or a designee; (ii) faculty to the provost; and (iii) staff members to the associate vice president of Human Resources. If the respondent is a student, discipline will be handled in accordance with the procedures noted in the Student Code of Conduct, which can be found in the Student Handbook. If the respondent is a faculty or staff member, the responsible College officer will commence disciplinary action according to the disciplinary procedures applicable to the accused individual(s). The responsible College officer will inform the complainant and the respondent of the applicable policies and procedures to be followed.

In situations involving sexual assault, sexual exploitation, domestic violence, dating violence, or stalking, the applicable disciplinary procedures as referenced in this document will be adapted as necessary to ensure the following:

The disciplinary process will be prompt, fair, and equitable, and will be conducted by annually trained and impartial officials

who do not have a conflict of interest or a bias for or against the complainant or the respondent.

Both the complainant and respondent will have the same opportunities to be accompanied to any related meeting or proceeding by others including an adviser of their choice. Applicable disciplinary procedures should be reviewed for information regarding the way in which an adviser may participate in these meetings and proceedings, but any restrictions placed on an adviser's participation will be applied equally to both parties.

The decision of finding an individual responsible for a violation of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking will be made using the "more likely than not" standard.

Both the complainant and the respondent will be simultaneously notified, in writing, of:

- a. the outcome of any disciplinary proceedings
- b. the procedures to appeal the outcome, if applicable
- c. any changes to the outcome prior to the outcome becoming final
- d. the final determination and sanction, if any, following any appeal or when the appeal period lapses.

#### A. SANCTIONS

As appropriate, a complaint will lead to disciplinary sanctions as follows:

For staff and faculty, College sanctions, up to and including separation from the College, will be imposed upon those determined to have violated this Policy.

For students, sanctions, up to and including expulsion from the College, will be imposed upon those determined to have violated this Policy. A complete list of sanctions that may be imposed is set forth in the College's Student Code of Conduct.

For members of a College-affiliated group or organization determined to have violated this Policy, the group or

organization is subject to sanctions up to and including revocation of the College's recognition of or affiliation with the group or organization. A complete list of sanctions that may be imposed is set forth in the College's Student Code of Conduct.

#### VII. RETALIATION PROHIBITED

Retaliation against any individual who makes, or assists with, a report or complaint of sexual assault, sexual exploitation, domestic violence, dating violence, or stalking is strictly prohibited. Any person who engages in such retaliation shall be subject to disciplinary action.

#### VIII. TITLE IX-RELATED COMPLAINTS

If the complainant or the accused feels that this policy or relevant procedures are not compliant with Title IX, or that the College has not carried out its duties appropriately as outlined in this Policy, he/she may raise these concerns with the Educational Equity coordinator or a deputy coordinator, the vice president for Campus Life (for students), the director of Human Resources (for employees) or the president of the College.

**For information about Title IX, visit the Department of Education website: [www2.ed.gov/policy/rights/guid/ocr/sex.html](http://www2.ed.gov/policy/rights/guid/ocr/sex.html).**

**Individuals also may direct complaints to the Department of Education's Office for Civil Rights:**

#### Philadelphia Office

The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Phone: (215) 656-8541  
Fax: (215) 656-8605  
Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)



## STUDENT SERVICES & CAMPUS LIFE OFFICES

This section contains a listing of offices with which students frequently interact outside the classroom. Some departments afford significant opportunities for student involvement while others provide a variety of student services. While not exhaustive, this list provides the most common touch points and contact information for offices that support students in a variety of ways.

### ATHLETICS

218 Kirby Sports Center, (610) 330-5470  
goleopards.com

The Department of Athletics supports Lafayette's mission by providing student-athletes with exceptional educational and athletic opportunities.

Nearly one-fourth of students participate on at least one of the College's 23 nationally recognized intercollegiate teams. During the fall, Lafayette fields teams in football, men's and women's soccer, cross country, tennis, and women's field hockey and volleyball. Men's and women's basketball, swimming and diving, and track & field, in addition to coed fencing, take center stage in the winter. In the spring, Lafayette sponsors teams in baseball, softball, golf, men's and women's tennis, lacrosse, and track & field.

The majority of the outdoor teams compete at Metzgar Fields, a 230-acre athletics facility three miles north of campus. The football team competes in the tradition-rich, recently renovated 13,000-seat Fisher Stadium. The indoor teams compete in Allan P. Kirby Sports Center, located on the main campus, which houses a newly renovated 2,600-seat basketball facility, a 200-yard flat track, and newly renovated natatorium with a six-lane racing pool and separate diving well.

### EQUITY IN ATHLETICS DISCLOSURE ACT (EADA) STATEMENT

Lafayette's EADA annual report contains financial information, rates of participation, and other data related to women's and men's athletic programs and is available for review after Oct. 15 on the Department of Education and Lafayette athletics websites. Lafayette is informing all students and potential students about the report and will provide a copy upon request. For a complete listing of all varsity sports, schedules, calendar of events, and ticket information, refer to the athletics website.

### COLLEGE STORE

9 Farinon College Center, Lower Level, (610) 330-5511  
lafayette.edu/collegestore

The College Store stocks all textbooks and materials needed for classes, exactly according to professors' specifications. We provide new and used textbooks, an expansive textbook rental program, and even e-textbooks if they are available. In addition, there is a full line of school supplies, household supplies, health and beauty aids, small electronics, and a wide selection of officially licensed Lafayette clothing and gear. Routine, break, and special event hours are posted on the store's website, and students are also welcome to shop at the online store.

The store welcomes many common forms of payment (cash, checks, credit cards, gift cards). In addition, students may charge purchases to their student account using their Lafayette ID. Balances due on purchases charged to a student account are available and payable online along with other

student account activity at [finadmin.lafayette.edu/pay-bill](https://finadmin.lafayette.edu/pay-bill). Remember that past-due balances on your student account may result in delays with course registration and other implications.

### PRINTING AND COPY SERVICES

13 Marquis Hall, (610) 330-5015  
[reprographics.lafayette.edu](https://reprographics.lafayette.edu)  
 Email: [copies@lafayette.edu](mailto:copies@lafayette.edu)

Printing and Copy Services provides printing and mailing services to all members of the Lafayette community. Color and black-and-white printing are available at reasonable rates for items such as posters, postcards, envelopes, thesis printing, buttons, folders, and other similar items.

### COUNSELING CENTER

Bailey Health Center, second floor, (610) 330-5005  
[counselingcenter.lafayette.edu](https://counselingcenter.lafayette.edu)

The Counseling Center provides confidential individual, couples, and group counseling, consultation, and psychological assessments to help students learn how to identify and meet their interpersonal, emotional, developmental, and academic goals. Counseling provides students with opportunities to generate fresh perspectives, try out new behaviors and attitudes, and develop greater self-understanding. The center staff strives to provide services in a manner that is positive, empowering, and respectful of the diversity of the Lafayette community. All services are included with tuition; no insurance is needed. The staff provides referrals to local mental health providers for students whose concerns typically require long-term psychotherapy or those students who are seeking other mental health services that are not provided by the center.

No information about contacts with the center may be released without a student's permission except in cases in which a student is deemed to present an imminent danger to self or others or discloses information about behaviors that are covered by Pennsylvania laws on the mandatory reporting of child abuse.

During the academic year, students may make an appointment for counseling by calling 610-330-5005, Monday–Friday, 8:45 a.m.–5 p.m. Students who prefer to have a brief, solution-focused consultation can use the Drop-in Consultation Clinic 10 a.m.–noon and 1–4 p.m.; no appointments are needed and students are seen on a first-come, first-served basis.

More information about Counseling Center services can be found at the website listed above.

### DEAN OF EQUITY AND INCLUSION

Feather House, (610) 330-5320  
[intercultural.lafayette.edu](https://intercultural.lafayette.edu)  
 Email: [huntgc@lafayette.edu](mailto:huntgc@lafayette.edu)

The dean of Equity and Inclusion provides leadership and vision in helping to create and sustain an environment of inclusivity and a community that supports development for all students. The dean oversees the offices of Religious and Spiritual Life, Intercultural Development, Educational Equity and Title IX, Gender and Sexuality Programs, and International Student Advising. They, in partnership with others, work to create a positive student experience and ensure a campus climate that acknowledges and celebrates a diverse student body. Students are encouraged to contact the dean, who welcomes the opportunity to discuss questions and concerns and to provide advice or counsel. The dean offers weekly office hours and is also available to students by appointment.

### FACILITIES OPERATIONS

9 North Campus Lane, (610) 330-5373

Facilities Operations is responsible for cleaning and maintaining the residence halls. Residence Life works closely with Facilities Operations to address any facilities issues that occur within the residential communities.

#### Maintenance Requests

Non-emergency repairs should be submitted through a work order request or by informing your RA/house assistant. Work order requests can be submitted online at [reslife.lafayette.edu/services/reportaproblem/](https://reslife.lafayette.edu/services/reportaproblem/).

#### Emergency requests should be immediately reported as follows:

Weekdays 8:30 a.m.–4:30 p.m., call Facilities Operations at (610) 330-5373.  
 After 4:30 p.m. and during the weekends, call Public Safety at (610) 330-5330.  
 All repairs due to student damage or general wear and tear will be completed through Facilities Operations. Students are prohibited from doing their own repairs, on or off campus.

#### Laundry Issues

For concerns about laundry facilities, students should submit a work order request (see link above). To ensure that the request can be processed quickly, please include:

- Location of laundry room (building and floor)
- Exact location of malfunctioning machine (e.g., first washer on left)
- Specific description of problem (e.g., washer fills with water but doesn't properly drain)



**FRATERNITY AND SORORITY LIFE**

132 Farinon College Center, (610) 330-5335  
greeklife.lafayette.edu

The College recognizes four national fraternities and six national sororities. The fraternities are Delta Tau Delta, Delta Kappa Epsilon, Delta Upsilon, and Phi Kappa Psi. The sororities are Alpha Gamma Delta, Alpha Phi, Delta Delta Delta, Delta Gamma, Kappa Kappa Gamma, and Phi Beta Phi. All organizations are required to complete an annual accreditation process.

All fraternities and sororities operate houses that are either on campus or adjacent to it. Living in a sorority or fraternity house is a privilege, determined by each group's particular requirements, though the College requires that each group fill its chapter house. Members should expect to live in their chapter house through their senior year, if necessary.

**Joining a Fraternity or Sorority**

Men and women are eligible to become affiliated with a fraternity or sorority during the first semester of their second year.

Students interested in becoming a part of the Greek system are encouraged to participate in recruitment, the mutual selection process that enables current members and potential members to become acquainted through interaction in a variety of extracurricular activities. Invitations for membership are extended by chapters during the first two weeks of each semester.

Participation in recruitment and any subsequent decision to accept membership in a fraternity or sorority is a personal decision and should be given some degree of consideration. Membership involves participation in the goals of the organization—to develop leadership, promote scholarship, engage in service, and form bonds of brotherhood or sisterhood. A student interested in accepting an invitation to join a sorority or fraternity must be a full-time student, have a cumulative 2.65 grade point average to join a fraternity, 2.5 for sorority membership, and not be on restrictive disciplinary probation. The College requires that students who have accepted an invitation, or “bid,” to join a fraternity or sorority be initiated into full membership within three weeks of receiving a bid.

Changes to the living group system, other than from student interest, may be recommended to the Division of Campus Life by the appropriate governing bodies.

Living groups are expected to abide by all College and national policies for such groups. If, at any time, College policy conflicts with any group or national policy, the College reserves the right to enforce the policy that is interpreted to be in the best interest of the College.

**Interfraternity and Panhellenic Councils**

The Interfraternity and Panhellenic councils are the representative governing bodies, respectively, for fraternities and sororities at Lafayette. The councils provide opportunities for leadership, community service, social interaction, and personal development, and offer academic support for the sororities and fraternities.

For a complete listing of organizations, timelines, and activities, refer to the fraternity and sorority life website.

**GENDER AND SEXUALITY PROGRAMS**

Farinon College Center, (610) 330-5819  
gsp.lafayette.edu

Gender and Sexuality Programs (GSP) is an area of Intercultural Development that specifically helps the campus community increase understanding and appreciation of how gender and sexuality influences and frames daily lives and social interactions. In order to accomplish this mission, GSP works with campus constituencies to create safe and welcoming spaces for all students, faculty, and staff; advocates for social justice and equality; and enhances critical inquiry into diversity and inclusion through programs and discussions. Staff and students in GSP manage the Lafayette College Safe Zone program, initiate celebrations for annual national observations, facilitate various discussion groups, and provide assistance to multiple offices, departments, and student organizations on a host of gender- and sexuality-related matters.

**HEALTH SERVICES**

Bailey Health Center, (610) 330-5001  
healthcenter.lafayette.edu

During the academic year, the Health Center is open 8 a.m. to 5 p.m., Monday through Friday and 11 a.m. to 3 p.m. on Saturdays. During fall and spring breaks, and January interim, it is open 9 a.m. to 4 p.m., Monday through Friday.

When the Health Center is closed, students needing emergency care may receive it at Easton Hospital's emergency room or one of the local “walk-in” medical facilities. A student requiring transportation or advice may call the Office of Public Safety, (610) 330-4444, which will either transport the student or dispatch a taxi or ambulance, depending on the severity of the problem. A physician is also on-call if public safety needs telephone assistance.

There are close associations with the Counseling Center in the same building. The Health Center has three day beds and well-equipped examining rooms. The center can handle most routine medical problems, physical examinations, minor surgery, and gynecological services (by appointment). Excellent medical and surgical specialists are available in the community and at local hospitals.

There is no fee for an examination by a provider, but students may incur charges for any medicine prescribed or services needed (i.e., venipuncture, IV administration, injections, etc.). Occasionally, students may require treatment or services outside the Health Center such as X-rays, lab work, or hospitalization, and it is therefore imperative that all students be covered by adequate medical insurance. The College is not responsible for medical or

other expenses resulting from injuries sustained by the student while enrolled, whether such injuries occur on or off campus.

The College requires all students to participate in a health insurance plan that provides adequate coverage for medical care in the Easton area. To ensure all students have access to adequate care while attending Lafayette, students are automatically enrolled in the insurance plan serviced by University Health Plans (SHIP) and charged the annual premium cost for plan. Enrollment may be waived if students are covered by a comparable insurance plan.

### IDENTIFICATION CARD

Enrolled students are issued a Lafayette College photo identification card (ID) that is linked to their name and account. The card is valid for College use only and is not proof of age. The ID will be used at multiple locations on campus for services and admission to events including:

- **Athletic events:** The ID card provides complimentary admission to all home football and basketball games, with the exception of the Lafayette–Lehigh football game and Patriot League Championship events.
- **College Store:** The card can be used to charge purchases to your student account.
- **Dining:** Since the ID card is used to track meal plans and Pard Card Dollars, it must be presented at the entry of the all-you-care-to-eat student restaurants in Upper Farinon and Marquis Hall and can be used for purchases in other dining locations.
- **Library:** Present the ID to check out materials.
- **Post Office:** The card must be presented to pick up packages.
- **Recreation Center:** The ID card is used to access the facility.
- **Transportation:** The card serves as your ticket to ride the LCAT shuttle.
- **Williams Center for the Arts:** Complimentary and discount tickets to events can be obtained with the ID card.

A digital photograph is required for the issuance of a Lafayette College ID. The photograph will be retained by the College and may be shared with College officials with a legitimate educational or institutional interest and with others consistent with applicable laws, regulations, and policies.

All Lafayette IDs are the property of Lafayette College. The card should be carried at all times and must be presented upon request by any Lafayette official. Lending your ID card is strictly prohibited. Lost or stolen cards must be reported immediately to the Office of Public Safety (x5330) and the ID office in Farinon College Center (x5347) to ensure the security of your student account. Students will be charged a fee for replacements of lost or damaged cards (including hole punches), whether damaged intentionally or unintentionally. The card becomes void upon termination or interruption of enrollment.

### INTERCULTURAL DEVELOPMENT

Farinon College Center, (610) 330-5320  
intercultural.lafayette.edu

Intercultural Development advances Lafayette's commitment to diversity and inclusion through educational outreach, cultural programming, support and advocacy, and coalition building. Intercultural Development offers numerous opportunities for Lafayette students and employees to develop their multicultural competence and to commit to lifelong learning about our world and its diverse citizens.

The Intercultural Development portfolio encompasses Gender and Sexuality Programs, International Student Advising, and Religious and Spiritual Life and has strong ties to a number of other academic and administrative departments. Through collaborative programming and initiatives, we aim to cultivate an environment where members of the Lafayette community value one another, engage in meaningful dialogue and creative reflection, and develop the skills necessary to enact social change.

The major components of the office also includes oversight of the David A. Portlock Black Cultural Center, founded in 1970, which supports the social and academic success of underrepresented students of color; the Intercultural Competency Certificate (ICC) program, which recognizes the efforts of student participants who voluntarily commit to developing their cultural knowledge, awareness and skills; and Kaleidoscope, a dynamic social justice peer education program.

#### Gender and Sexuality Programs

Director: 101 McCartney Street, (610) 330-5698  
Student Resource Room: 124 Farinon Center  
intercultural.lafayette.edu/pbcc

### LAFAYETTE ACTIVITIES FORUM

102 Farinon College Center, (610) 330-5554  
facebook.com/lafayetteactivitiesforumLAF/

The Lafayette Activities Forum (LAF) is Lafayette's student programming organization that serves the entire Lafayette community. LAF strives to provide a variety of events that appeal to a diverse student body. Examples of LAF programs include lectures and performances, concerts and comedy shows, on-the-rise musicians, engaging and educationally themed weeks, and annual Lafayette traditions. Check us out on Facebook or follow us on Twitter and Instagram to find out what's happening on campus.

## LANDIS COMMUNITY OUTREACH CENTER

120 Farinon Center, (610) 330-5553  
landiscenter.lafayette.edu

Landis Community Outreach Center offers Lafayette students the opportunity to partner with the community through various service activities. The mission of the center is to cultivate personal, civic, and intellectual growth for students through meaningful and effective service experiences, as well as foster college-community partnerships that contribute to the well-being of the community, both local and global.

The center seeks to collaborate with community partners for sustainable relationships, cultivate lifelong social responsibility by developing engaged citizens, develop compassionate student leadership, foster critical thinking and reflection, stimulate awareness and understanding of the community's strengths and challenges, and promote equity in organizations, structures, programs, relationships, and processes.

The center has nearly 30 volunteer programs in which students can actively take a role in serving their community. To learn more about a particular volunteer opportunity, or to get involved with one of the programs, please visit the Landis Center programs web page and contact the program coordinator listed for the program(s) that interest you.

## LEADERSHIP EDUCATION

slp.lafayette.edu/leadershipeducation/  
Twitter @lafayetteleader

Student leaders and leadership opportunities are found across administrative and academic departments as well as through student-led programs at Lafayette. Working with colleagues in campus life and academic divisions, the associate dean of students maintains a leadership curriculum, which is the foundation of the leadership development process, and advises the Lafayette Leadership Education Committee. The committee consists of faculty, administrators, and students, and offers workshops open to all students, plans the capstone event Lafayette Leadership Institute, and serves on the Aaron O. Hoff Awards selection committee.

Lafayette's leadership development program is based on a framework of learnable skills that can be practiced. Opportunities to practice are designed to provide realistic challenge and support that match a students' readiness, and are available across campus departments through student-led programs and in a plethora of leadership roles. They also are framed in a way that encourages active learning through concrete experiences, regular feedback, and reflection. Email LeadershipEducation@lafayette.edu for more information on how to get involved

## POST OFFICE

32 Farinon College Center, (610) 330-5350  
postoffice.lafayette.edu

The Campus Post Office coordinates the delivery of mail to students. Each full-time student is assigned a mailbox in Farinon College Center. The correct address format for incoming mail is:

Student's Name  
Box \_\_\_\_\_, Lafayette College  
111 Quad Drive  
Easton, PA (zip code)  
Zip code for box numbers 7000-8299, use 18042-1783  
Zip code for box numbers 8300-9699, use 18042-1784

**Keys:** Students are provided a key to their mailbox at the beginning of their first year. That key is the responsibility of students for their entire stay at Lafayette College. If students do not have their key on a certain day, the mail center staff will provide them access to their mail if they provide an appropriate picture ID. This accommodation will only be made ONCE per academic year. If students lose a mailbox key, they will be charged \$10 for a replacement key. **Mailbox keys must be returned to the Campus Post Office at the conclusion of each student's enrollment at the College to avoid a \$10 key replacement fee.**

**Packages:** Students will receive a slip in their mailboxes when they receive a package. Packages may be picked up by presenting that slip at the post office window. Accountable mail (express, certified, insured, and registered mail) may be picked up with a similar slip and must be signed for by the recipient. To claim both packages and accountable mail, proper picture ID is required. Packages MUST be claimed as soon as possible as they will be returned to sender after seven days. As many students choose to have packages shipped from Amazon, it is important to note that packages are only available for pickup at the College post office when you receive the delivery notice from the College post office (as compared to Amazon).

**Newspapers:** Students receiving daily newspapers (hometown, *Financial Times*, etc.), should collect their mail daily. Since mailboxes are of limited size, the post office can place only two days' worth of newspapers in any mailbox. On the third day and until the box is emptied, uncollected newspapers will be recycled and not delivered to the student's mailbox.

**Summer: Before each summer, ALL students must:**

- Fill out a forwarding card to have mail forwarded home; or
- Fill out a card to have mail continue to be placed in their College mailbox.

Student mailboxes are generally inactive for the summer months. If students are remaining on campus for the summer and wish to continue receiving mail at the College post office, they must notify the post office before end of the semester. If arrangements are not made in advance for summer mail services, ALL mail will be returned to sender.

**Outgoing Mail:** The post office can assist students in sending mail via United States Postal Service through a variety of available services including first-class mail, priority mail, and certified mail. Money orders and postage stamps are also available for purchase.

**Inter-campus Mail:** Mail for student mailboxes must be properly addressed with name and box number. For mass mailings, the post office will insert them into mailboxes two (2) days after receipt. No items smaller than a postcard will be accepted. Single full-sheet items must be tri-folded, and half-sheet items must be folded in half.

## PUBLIC SAFETY

901 Bushkill Drive, (610) 330-5330  
Emergencies: CALL (610) 330-4444  
[publicsafety.lafayette.edu](http://publicsafety.lafayette.edu)

The Department of Public Safety (DPS) provides safety-related services that include police/security, dispatch/communication, parking/transportation, and environmental, health, and safety (EHS).

Members of the campus community are encouraged to register for the Lafayette Emergency Alert Services and to take part in the various crime prevention, life/fire safety and EHS programs offered. The department also provides an escort (walking) service so that students need not walk alone at night.

If you have any police/security or safety-related problem, contact the department immediately. Officers respond to emergencies and patrol the campus 24 hours a day, every day of the year by motor vehicle, bicycle, or on foot.

## Lafayette Emergency Alert Services

Lafayette Emergency Alert is a notification system that enables Lafayette students, faculty, parents, and staff to receive alerts on their cellphones in the event of an emergency on or close to campus. Use of the system is reserved for crisis situations that involve imminent danger or events that impact a significant portion of the campus population. These situations should be very infrequent.

When used, the same alert(s) will be sent simultaneously to all students, faculty, and staff who have signed up. A short text message will describe the situation and indicate suggested action. Because the messages must be brief, you will be directed to go to the College's website ([lafayette.edu](http://lafayette.edu)), where details will be available.

You may register for this service at: [e2campus.com/my/lafayette/signup](http://e2campus.com/my/lafayette/signup). All you need is a cellphone with text-messaging capabilities. There is no charge to users for signing up. Individual cellphone plans will apply normal charges for text messages.

In addition, the College has installed an outdoor alert system to broadcast a siren and/or voice messages (both live and prerecorded) in the event of an emergency on or near campus. The outdoor alert system will be used to notify the campus that an emergency exists and that people can and should check for e2Campus text and email messages containing more information about the situation.

## RECREATION SERVICES

Kirby Sports Center, (610) 330-5770  
[recreation.lafayette.edu](http://recreation.lafayette.edu)  
Instagram: LAF\_REC  
Facebook: Lafayette Recreation Services

Recreation Services fosters improved physical, social, and emotional health in a safe environment and a cooperative, respectful atmosphere conducive to enjoyment for participants of all ability levels. Recreation Services administers programming in six areas: intramural sports, group fitness, individual fitness, aquatics, club sports, and the climbing wall. The Allan P. Kirby Sports Center houses ample recreational space that includes a jogging track, three multipurpose courts, a climbing wall, six racquetball/squash courts, locker rooms, two group exercise rooms, and a game room. Intramural programs include formal sport leagues and tournaments as well as single-day events. Students who are interested in group fitness classes such as Body Pump, kickboxing, Zumba, cycling, and more have ample opportunities with regularly scheduled programs held free of charge throughout the week. For those who want a quick workout on their own time, the 6,600-square-foot fitness center includes a strength-training circuit, a free-weight area, and 34 cardiovascular machines. Personal training is also available for a fee and by appointment.

The department also serves as one of the largest and most diverse employers on campus. To learn about employment opportunities in the Recreation Center go to: [recreation.lafayette.edu/employment/](http://recreation.lafayette.edu/employment/).

To remain informed with push notifications, download the Recreation Services free app [search keyword "Lafayette Recreation"] for a listing of facility hours and program schedules.

## RELIGIOUS AND SPIRITUAL LIFE

115C Farinon College Center, (610) 330-5959  
[religiouslife.lafayette.edu](http://religiouslife.lafayette.edu)

Religious & Spiritual Life and the Interfaith Council sponsor a variety of programs to encourage interfaith dialogue and understanding. These include occasional brown-bag luncheon discussions, interfaith meals, and celebrations during holidays such



as Christmas, Passover, and Ramadan, and various lectures and performances.

Religious organizations include: Hillel Society (Jewish), Protestant Chapel (Christian/Ecumenical), DiscipleMakers (Lafayette DiscipleMakers Christian Fellowship), Muslim Student Association, Orthodox Christian Fellowship, Newman Association (Roman Catholic), Fellowship of Christian Athletes, Interfaith Council, Buddhist Meditation, Christian Bible study, Better Together: Cur Non (an interfaith student club), TALL (a student-led grief group), Young Life, and others. Groups for Hindu and Bahá'í students are in the planning stages. These groups sponsor discussions, meals, retreats, prayer groups, Bible studies, etc.

The director of Religious and Spiritual Life/College Chaplain oversees the religious life programs of the College, serves as pastor to the college community, works cooperatively with on-campus chaplains and off-campus advisers from the other faith traditions and religious organizations, and is available to meet with students for spiritual care and counseling, issues of grief, and other pastoral needs.

Facilities for religious life activities include Colton Chapel, Interfaith Chapel in Hogg Hall, Hillel House at 524 Clinton Terrace, Newman House at 119 McCartney St., and Muslim Prayer Room in Hogg Hall. Students may refer to the Religious and Spiritual Life home page for a list of off-campus places of worship and other information about the office's programs.

## RESIDENCE LIFE

132 Farinon Center, (610) 330-5335  
reslife.lafayette.edu

Living on campus is expressly related to the academic mission of the College. Membership in a residential academic community provides unique opportunities for enhanced learning and personal growth. Students are required to live in College housing unless they request and receive permission to live off campus or commute from their parents' home.

Students have a number of diverse residential communities in which to live. The majority of students live on campus in a residence hall. The residence halls themselves have a number of different configurations based on populations (gender, gender-inclusive, exclusively first-year/upper-level students, or mixed class years) and living arrangements (traditional community living, suites, or apartment style).

In addition to residence halls, students have the opportunity to live in diverse communities geared toward a particular interest. Special Interest Houses are student-governed, residential communities centered on academic or co-curricular interests. Living Learning Communities (LLCs) offer students the opportunity to work with faculty to create unique curricula based in a field of study. Students who wish to join others from the

campus community to discuss issues from a global perspective would find a home in Grossman House.

Greek chapter houses provide students the opportunity to live amongst their fraternal brothers and sisters to better explore their membership in Greek letter organizations. Lastly, rising seniors, who apply and are given permission, may have the privilege to live off campus to prepare themselves to be responsible community citizens once they leave Lafayette.

## Community Standards

The concept of Community Standards guides Lafayette College's residential communities in maintaining a safe and respectful environment in which all students are able to flourish as scholars. These standards are fundamentally rooted in the introductory statement of Lafayette's Code of Conduct. To derive maximum benefits, it is the duty of each member of the community to understand not only individual and group rights but also corresponding responsibilities. It is expected that student behavior will support an environment grounded in personal responsibility, tolerance, civility, and intellectual curiosity.

## Facilities Management

The Office of Residence partners with Facilities Operations to manage all college-owned residential facilities. This includes general maintenance, renovations, and correcting damage in student rooms and common areas (including routine inspections and billing). Residence Life staff report facilities concerns and request maintenance to Facilities Operations, who ultimately schedule and complete the work. Residential students can report facilities issues through their resident adviser or directly to the Office of Residence Life.

## Student Staff Program

The Office of Residence Life employs students to help create and maintain a safe educational environment in the residence halls. Carefully selected and trained head residents and resident advisers are assigned to each residential community. The staff is charged with helping students achieve their academic goals and to derive maximum benefits from group living. Staff members articulate the philosophy and policies of the Office of Residence Life, the College, and the house corporation, if applicable, to their residents, and in turn, represent the needs of residential students to the administration.

Students are encouraged to build relationships with their assigned staff member and seek their advice whenever necessary.

For application and further details about becoming a student staff member, refer to the residence life website.

**STUDENT CONDUCT**

204 Feather House, (610) 330-5815  
conduct.lafayette.edu

Student Conduct, in collaboration with the Office of Advising and Co-curricular Programs, is responsible for upholding the community standards as expressed in the College's Student Code of Conduct. Through proactive education and responsive interventions the Office strives to promote a living-learning environment that is conducive to educational achievement and to the integration of intellectual, social, and personal growth. Information regarding the process administered by Student Conduct can be found in the Student Code of Conduct section within this *Student Handbook*.

**STUDENT GOVERNMENT**

12 Farinon Center, (610) 330-5353

The undergraduate governing body at Lafayette is the Student Government. It has principal responsibility in the following areas: forming policy for student activities, recognizing and dispensing funds to various student organizations, and maintaining contact among students, faculty, administration, and the Board of Trustees. These communications are facilitated by the appointment of students to serve on faculty committees and on committees of the Board of Trustees. The president of Student Government attends full meetings of the trustees.

All Lafayette students in good standing are eligible for election to Student Government. Elections are held in November. In addition to president and vice president, five representatives each are elected from the first-year, sophomore, and junior classes. The secretary and treasurer are elected from among the new representatives.

Meetings of the Student Government are open to all members of the Lafayette community. Meeting times of all standing Student Government committees are made public, and interested parties are welcome to attend. The Student Government office is on the ground level of the Farinon College Center. Student interest and opinion is sought at all levels of College governance. Students on faculty committees, most of whom have voting privileges, are invited to attend meetings of the whole faculty. The student members of trustee committees also have full voting power.

For more information, see *Lafayette College Student Government Constitution in Appendix VI, page 84*, or refer to the *Student Government website*

**STUDENT GROUPS, CLUBS, AND ORGANIZATIONS**

The College through Student Government recognizes a large number of organized activities, clubs, club sports, societies, and other student organizations. Student Government recognition acknowledges the diversity of skills, interests, and opinions present within the student body; it does not, however, carry

with it the endorsement of the Student Government or of the College. Recognition permits these groups to develop programs, activities, and to use the College-trademarked name and facilities. The College offers recognized groups leadership training opportunities as well as advising on financial and other matters of interest to student organizations through Student Leadership and Involvement, Recreation Services, and Student Government.

**STUDENT LEADERSHIP AND INVOLVEMENT**

202 Feather House, (610) 330-5337  
slp.lafayette.edu

Student Leadership and Involvement promotes a sense of community through co-curricular opportunities, and encourages student participation in all aspects of campus life. By engaging members of our community in leadership, purposeful programming, and student organizations, Student Leadership and Involvement nurtures and challenges students' social responsibility, personal growth and development, and enhances students' undergraduate education. It also provides advising and support for Lafayette's many student-led clubs and organizations, including key programming and governing groups such as Student Government and the Lafayette Activities Forum (LAF). Lastly, Student Leadership and Involvement provides support for leadership education and development initiatives within the Division of Campus Life.

**STUDENT TRANSPORTATION**

901 Bushkill Drive  
publicsafety.lafayette.edu/parking

Lafayette College provides multiple local transportation options to enrolled students. These include the Lafayette College Area Transportation (LCAT) free shuttle bus service and a car-sharing program.

The LCAT shuttle has an expansive schedule that connects the main campus with the College's athletic fields, downtown Easton, local shopping areas, movie theaters, and the local bus station. The LCAT shuttle also provides transportation between campus and Lehigh Valley International Airport on designated days. Reservations are required for travel to or from the airport. The days of service and route times are posted online at [publicsafety.lafayette.edu/LCAT](https://publicsafety.lafayette.edu/LCAT).

The location of the LCAT shuttle can be viewed and tracked in real time on the website or any mobile device.

Two cars are available on campus (in designated parking spots) that can be rented by students 24 hours a day, 7 days a week through UHaulCarShare, a leading car-share and car-club service. These fuel-efficient vehicles can be rented by students 18 or older for a low hourly (or daily) rate depending on the particular needs. Membership information and details are available through the UHaulCarShare website: [uhaulcarshare.com](https://uhaulcarshare.com).

## STUDENT WELLNESS AND SUPPORT

Farinon College Center, (610) 330-3201  
livewell.lafayette.edu

The Student Wellness and Support coordinator provides direction to the College's LiveWell Lafayette campus initiative. LiveWell Lafayette is a program to empower the Lafayette community to make healthy lifestyle choices and improve personal well-being in eight dimensions of holistic wellness. The Student Wellness and Support coordinator provides individual, small group, and campus-wide outreach and educational opportunities. The coordinator is also responsible for alcohol and drug education and prevention efforts as well as addressing behavioral health and safety concerns for individual students and the larger community. The Student Wellness and Support coordinator works to create a campus culture at Lafayette where students are mindful of their total health, proactively seek resources to help them thrive, and are invested in their happiness and well-being.

## EDUCATIONAL EQUITY COORDINATOR

12 Markle Hall, (610) 330-5060  
Lisa Rex, Interim Title IX Coordinator  
Director of Human Resources - Employment  
rexl@lafayette.edu

The Educational Equity coordinator has the primary responsibility for leading the College's education initiatives and prevention programs regarding sexual assault, sexual misconduct, relationship violence, and sexual harassment. The Educational Equity coordinator ensures that such programs are conducted in compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act (Title IX), the Violence Against Women Act Reauthorization of 2012 (VAWA), other federal and state legislation and regulations, and reflect best practices in the higher education community. The Educational Equity coordinator also has responsibility for ensuring the College's timely response to reports of sexual assault, sexual misconduct, relationship violence, and sexual harassment, monitoring investigations into such reports, and developing and implementing policies and procedures related to these matters.

You may meet the Educational Equity coordinator by emailing, calling, visiting the office, or by making an appointment.

## TITLE VI, TITLE IX, AND SECTION 504 GRIEVANCE PROCEDURE

Any member of the Lafayette College student body who feels they have been discriminated against by the College or its representatives because of their gender, race, color, religion, creed, national origin, ancestry, age, physical ability, or sexual orientation in relation to any program either academic or

extracurricular, any campus group or organization, or in the use of any College facilities may follow the following procedure to resolve their complaint:

1. Describe in writing the nature of the complaint and forward it to the Educational Equity coordinator, who will review the complaint and attempt to resolve it to the satisfaction of all concerned.
  - i. If a complainant is uncomfortable contacting the designated official listed here or is unsure to whom they should send their complaint, they should contact Annette Diorio, vice president for Campus Life/dean of students.
2. If satisfaction is not obtained in step one above, the designated official will provide resources for an appeal.
3. If the aggrieved party believes that their grievance has not been fairly resolved, they may appeal to the president of the College and ultimately to the Board of Trustees.

## ALTERNATIVE GRIEVANCE PROCEDURE

Complaints also may be made to the director of the Office of Civil Rights of the Department of Justice and/or the Department of Education, Washington, D.C.

## VICE PRESIDENT FOR CAMPUS LIFE/DEAN OF STUDENTS

203 Feather House, (610) 330-5082  
studentlife.lafayette.edu/staff/

The vice president for Campus Life/dean of students provides leadership for the Division of Campus Life. The Division of Campus Life advances the purpose of the College by shaping a challenging and supportive learning environment in which all students are invited to deepen their understanding of themselves and the world. Programs and services extend the College's academic mission beyond the classroom by providing opportunities through which students can participate in a broad range of human endeavors. Offices within the division foster in students a sense of social and civic responsibility, ethical conduct, and an appreciation of diversity and cultural richness.

The vice president/dean supervises dean of Equity and Inclusion, director of Athletics, director of Public Safety, director of the Counseling Center, director of the Health Center, the Educational Equity coordinator, Recreation Services, Residence Life, Student Conduct, Student Leadership, Student Involvement and Student Wellness, including alcohol and other drug services.



## ADMINISTRATIVE OFFICES

This section contains information about administrative offices and their functions not found in the previous section. Hours for all administrative offices are Monday through Friday, 8:45 a.m. to 5 p.m., during the academic year; and Monday through Friday, 8:15 a.m. to 4:30 p.m., during the summer.

### ACADEMIC TUTORING AND TRAINING INFORMATION CENTER

Scott Hall, Third Floor, (610) 330-5098  
[attic.lafayette.edu](http://attic.lafayette.edu)

The Academic Tutoring and Training Information Center (ATTIC), part of the Office of Advising and Co-curricular Programs, provides numerous academic services and resources to enhance student learning and success.

General ATTIC services include individual and group tutoring, supplemental instruction, and academic counseling. Students are able to receive personalized support by making an appointment to meet with a member of the ATTIC's professional staff by calling 610-330-5098 or [attic@lafayette.edu](mailto:attic@lafayette.edu). ATTIC staff is also available to facilitate group workshops on a variety of topics related to learning and academic success for academic departments, residence halls, or campus groups. More detailed information, including a detailed schedule of support options for each semester, may be found on the ATTIC's homepage: [attic.lafayette.edu/](http://attic.lafayette.edu/).

Academic accommodations for students with disabilities are managed by the Disability Services coordinator. Admitted students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 2008 Amended Act. Lafayette is committed to ensuring reasonable accommodations to students who are substantially limited by a documented disability. The coordinator of Student Athlete Academic Support is responsible for administering specific academic support programs for varsity student athletes including the peer mentoring and structured study programs.

### ADMISSIONS

118 Markle Hall, (610) 330-5100  
[admissions.lafayette.edu](http://admissions.lafayette.edu)

As part of the Enrollment Division, Admissions, in partnership with Financial Aid, is charged with recruiting, selecting, and enrolling new classes of Lafayette students. In addition to hosting prospective students on campus for tours, information sessions, and interviews, the Admissions team recruits students and builds relationships with secondary schools and organizations across the country and around the world. As part of its operation, the Admissions team includes a considerable number of student volunteers and paid student ambassadors.

### ADVISING AND CO-CURRICULAR PROGRAMS

(Formerly the dean of the College)  
 Scott Hall, Second Floor  
[deanofthecollege.lafayette.edu](http://deanofthecollege.lafayette.edu)

Advising and Co-curricular Programs provides administrative support for the curriculum and the academic experience of students. The office represents the College's commitment to intellectual integrity and achievement and serves as a



link among faculty and staff, administration, and students. The staff mentors students in all areas of their academic development, monitors student academic progress, provides support for student interest in careers in law and the health professions, and works with students to pursue prestigious undergraduate and postgraduate fellowships and awards.

### **Class Deans**

Class deans work closely with students and collaborate with families, faculty, and staff to support the academic experience of all Lafayette students. Class deans provide careful guidance and detailed referrals, and will follow up to meet the unique needs of each student. Together, class deans provide leadership in areas such as the first-year experience, academic integrity, and advising support for faculty.

### **Pre-professional Advising**

The Health Professions program provides guidance and resources for students as they plan for medical, dental, optometry, or veterinary school.

The Pre-Law Advising program provides guidance and resources to students so they can make informed choices about if and how to pursue a career in law.

### **Scholarships/Fellowships**

The fellowships office provides support to students and alumni applying for nationally competitive scholarships and fellowships. The office administers several prestigious scholarship and fellowship programs that require Lafayette endorsement prior to submission. In addition, the office assists students applying for scholarships that do not require Lafayette endorsement.

### **Dean's Excuse Policy**

A dean's excuse communicates to a student's professor that a class absence has been officially excused. Students may request a dean's excuse at the Office of Advising & Co-curricular Programs (telephone or email is acceptable when the student is unavailable to make contact in person). For specific dates, a student's absence from class under the following circumstances normally qualifies for a dean's excuse:

- competition in varsity intercollegiate athletic events\*
- health-related absences as verified by the Bailey Health Center/Counseling Center
- documented bereavements and family emergencies
- participation in the National Conference on Undergraduate Research (NCUR).

Students also may request a dean's excuse for extraordinary circumstances. The Office of Advising and Co-curricular Programs will determine if such circumstances qualify for a dean's excuse. Because a dean's excuse is not available for class absences related to activities such as field trips, trips related to research with faculty, or other special opportunities, students are directed to communicate

with relevant faculty members to request possible accommodations. Faculty members have the right to refuse to grant accommodations for absences not covered by a dean's excuse.

Upon their return, students should consult with the relevant professor(s) to discuss the professor's plan to accommodate the dean's excuse.

\*Varsity athletes seeking dean's excuses for planned absences are expected to provide professors with the dates and total number of proposed class absences as soon as possible and no later than the first day of classes. This allows faculty to determine whether or not the frequency of expected absences violates the pedagogical integrity of the class. In such cases, faculty may advise the student to drop the class or be prepared to accept the academic penalty for such absences.

### **Dean's Review Policy**

Class attendance is expected of all students because the formal basis of a college learning experience is the lecture, the laboratory, and the discussion group. Faculty members establish and maintain attendance requirements in their courses and must inform students and the Office of Advising & Co-curricular Programs of those policies. Students are responsible for meeting class and examination schedules. Unwillingness to meet attendance obligations may result in a penalty, often failure in the course.

At the will and judgment of the class instructor, if a student accumulates an excessive number of unexcused absences, as defined in the course syllabus, the instructor can request a formal review of this behavior by the appropriate class dean in the Office of Advising & Co-curricular Programs. During the review, the dean will meet with the student to assess the student's commitment to the course and to formulate a plan, if necessary, for addressing any underlying issues beyond the classroom. Based upon the outcome of this review, the dean will normally include a formal warning to the student of possible mandatory withdrawal from the course if the unexcused absences continue. (In consultation with the instructor, this warning will normally specify the maximum number of additional unexcused absences before mandatory withdrawal.) The outcome of this review will be reported in writing to the instructor and student. The student also must meet with the instructor in order to reaffirm commitment to the course. If the student continues to miss class in excess of the formal warning and without excuse, the instructor may notify the dean of Advising and Co-curricular Programs, prompting the student's mandatory withdrawal from the course.

The student will be awarded a WD for a course withdrawal that occurs through the 11th week of the semester. After the course withdrawal deadline, the student will have earned and be awarded the appropriate grade, as determined by the faculty member.

## ALUMNI RELATIONS

223 Pfenning Alumni Center, (610) 330-5040  
[alumni.lafayette.edu](http://alumni.lafayette.edu)

Alumni Relations is a student's connection to the greater Lafayette family. Every person who has completed one academic semester at Lafayette is automatically considered an alumnus/a and joins more than 28,000 other Lafayette alumni from all 50 states and 90 foreign countries. Alumni Relations coordinates regional alumni chapter events, new student welcome events, Reunion, Homecoming, Lafayette-Lehigh telecast parties, Wine and Dine 3/9 celebrations, travel programs, and a host of other intellectual, social, networking, and community service activities. Alumni Relations also partners with other College departments, including student organizations, to offer student programming.

Graduates can help strengthen the Lafayette community by becoming involved with local alumni chapters as a member of chapter leadership, attending alumni networking and social events, volunteering to help recruit and interview prospective students, or providing internships or externships.

The Lafayette Student Alumni Council (LSAC) is a student group that plans on-campus events to help bridge the student-to-alumni experience and to celebrate Lafayette's rich traditions. The annual programs supported by LSAC include Leopard Launch, an evening to introduce first-year students to the Offices of Alumni Relations, Annual Fund, and Career Services in September; Homecoming each October; Lafayette-Lehigh Rivalry Week events in November; and annual Wine and Dine 3/9 gatherings that celebrate the March 9 anniversary of the signing of Lafayette College's charter. Students interested in joining LSAC should contact Alumni Relations at (610) 330-5040 or [alumni@lafayette.edu](mailto:alumni@lafayette.edu).

## CAREER SERVICES

201 Hogg Hall, (610) 330-5115  
[careerservices.lafayette.edu](http://careerservices.lafayette.edu)

The four-year *Gateway* program serves as the foundation of Career Services. First-year students through seniors have the opportunity to engage in a wide array of resources available to support their career exploration, experiential learning, job search, and graduate/professional school planning. Master's-level counselors work with students at all stages of their career development—from those who are unsure of how to begin their exploration to those who already have a specific plan in place. Beginning in their first year, students meet with their *Gateway* counselor to evaluate how their interests, skills, and talents connect to specific career fields and opportunities for graduate study. They develop a preliminary career or graduate school plan—their own individual road map for exploration. Students learn how the many elements of their Lafayette experience can support their long-range goals. As they advance

through *Gateway*, students who commit time each semester to participating in the workshops, alumni panels, career fairs, networking opportunities, and other programs offered through Career Services will build their knowledge, experiences, and network of contacts, and gain greater clarity and confidence regarding life after Lafayette.

Some of the resources that support the *Gateway* program:

- Individualized support from a *Gateway* counselor to develop a plan aligned to the student's specific interests and goals
- CareerSpot: online job and internship postings, as well as email alerts to notify students of opportunities matching their interests
- Interactive programs including workshops, alumni panels, career fairs, and networking programs on and off campus
- Connection with a network of alumni and parent volunteers with whom students can talk about fields of interest to them
- Experiential learning opportunities through internships and the winter break Externship Program, Lafayette's premier job-shadowing program for sophomores, juniors, and seniors
- Support in navigating the graduate or professional school exploration and application processes
- Mock interviews: in person, by phone, or virtual
- The career library, which consists of hundreds of print and online resources including career/occupational information, employer directories, graduate school information, and job and internship information
- On-campus interviews with a variety of employers for internships and full-time opportunities
- Assistance in developing well-written resumes and cover letters, and polished interviewing skills

## CENTER FOR COMMUNITY ENGAGEMENT

522 March St., (610) 330-3067  
[engage.lafayette.edu](http://engage.lafayette.edu)  
 Landis Center, 120 Farinon Center, (610) 330-5553  
[landiscenter.lafayette.edu](http://landiscenter.lafayette.edu)

The Center for Community Engagement (CCE) supports community-based learning and research, student leadership through service initiatives, and other community engagement activities. CCE connects students, community members, faculty, and staff through mutually beneficial, sustainable partnerships. The goal of CCE is to promote critical thinking, experiential learning, reflective service, and informed action.

CCE supports faculty from all four divisions of the College who offer a wide array of community-based courses and research opportunities. Through the Landis Center, students have the opportunity to engage in co-curricular, community-based learning; they can volunteer on a weekly basis at local agencies, participate in domestic and international Alternative School Break trips, and return to campus early to participate in a

Pre-Orientation Service Program. Through “Pard Projects,” student groups and organizations can develop ongoing volunteer opportunities for their members, while individual students can participate in one-day service events like Lafapalooza and Make a Difference Day. In collaboration with Residence Life, CCE also supports two Living Learning Communities and two on-campus community engagement residential programs.

CCE provides students with opportunities to engage in high-impact experiential learning and develop their leadership and citizenship skills through sustainable, equitable, and mutually beneficial partnerships with community organizations. To learn more about specific courses, volunteer opportunities, and leadership development programs, please visit the Center for Community Engagement and Landis Center websites or our office on March Street.

### COLLEGE WRITING PROGRAM

319 Pardee Hall, (610) 330-5242  
cwp.lafayette.edu

The College Writing Program (CWP) provides support for student writers. This can be support not just for writing classes, but for any writing tasks students work on across the curriculum. Much of the support is provided by writing associates. Writing associates (WAs) are experienced writers who receive intensive training to provide meaningful feedback on writing-in-progress. WAs will ask the kinds of “tough” questions about work that help writers discover and better articulate their intentions. WAs do not edit or proofread papers, but they will help students develop effective strategies for that work.

CWP offers the following kinds of support for student writers:

**WAs for Individual Classes:** Assigned at the professor’s request to most FYS sections and many other courses, WAs meet four times with each student in the class to discuss the student’s writing. These meetings help students develop their writing and provide strategies for revising their papers.

**Drop-in Hours:** Located in Pardee 319 and Skillman Library, CWP drop-in hours are open to students in all disciplines working on writing assignments for any class. Drop-in WAs can provide constructive feedback for students at any stage of the writing process (e.g., brainstorming, developing a thesis, organizing, etc.) and for the range of print and digital genres currently assigned to college writers (e.g., essays and term papers, annotated bibliographies, lab reports, Prezis, podcasts, etc.). Drop-in hours for each semester are posted on the CWP website. No appointment is necessary. Interested students should bring a draft of their work and a copy of the assignment.

**Workshops:** From time to time, writing associates will organize and lead workshops designed to help students master some of the finer points of writing. Recent topics have included “What Is College Writing?” and “Working with Sources in the Humanities and Social Sciences.” Workshops are announced on the campus calendar and on the CWP website.

### DEVELOPMENT AND COLLEGE RELATIONS

307 Markle Hall, (610) 330-5037  
development.lafayette.edu

The Division of Development and College Relations coordinates relationships of the College with alumni, parents, friends, corporations, and foundations. The division is responsible for planning long-range programs and implementing techniques that support the development needs and strategic direction of the College.

Below are the main areas within the division:

The **Office of the Annual Fund** coordinates many ways for students and alumni to give back to Lafayette College. The robust Senior Class Commencement Gift is a long-standing partnership between each year’s senior class and the Annual Fund. The volunteer-based student committee focuses on educating the student body about the importance of philanthropy. Contributions to the Class Commencement Gift support internship stipends for undergraduate students. In addition to the Annual Fund, the Division of Development and College Relations is comprised of other areas such as Major Gifts and Gift Planning, Advancement Services, Donor Relations, and Development Research.

**Alumni Relations** coordinates and plans all programs and activities pertaining to the general alumni body of approximately 28,000 members. In addition to major activities such as Reunion and Homecoming, Alumni Relations manages a national and international alumni chapter program. The Parent Relations Office, which provides services to and resources for parents of Lafayette students, is a part of the Alumni Relations staff.

**Career Services** administers *Gateway*, the College’s four-year career development program. Career Services also coordinates the on-campus interviewing program, alumni-sponsored internships and externships, the annual career fair, and various alumni and student events.

### DINING SERVICES

#### Dining Services

Marquis Hall, (610) 330-5343  
dining.lafayette.edu

At Lafayette, we do all we can to make sure students have a variety of appealing dining options, all of which are accessible by using a student ID card. Our philosophy is focused on:

**Developing Community:** At Lafayette College, dining is integral to the residential college experience and plays an

important role in helping students make connections, form communities, and learn from their food and consumption. As part of the College's Connected Communities Program, Lafayette Dining Services provides more than nutritious and appetizing food. The College's residential dining program provides social gathering places, opportunities to refuel, and out-of-the-classroom experiences where students are taught about "food service for a sustainable future."

**Fresh and Delicious Food:** Lafayette Dining Services works to provide students with a variety of appealing, convenient, and healthy dining options for all palates, dietary restrictions, and allergy sensitivities. Small local farms are directly supported by Lafayette Dining Services, and food is cooked from scratch. That means no processed or canned foods, homemade dressing and sauces, including soups and stocks. Accomplishing this is a mouthful indeed, but the bottom line is that staff strives to cook delicious food that's good for students, the animals, the workers, the community, and the Earth — because they're all connected.

**Convenience:** We have six dining locations spread across campus; two expansive all-you-care-to-eat student restaurants, and four cafés with a la carte menus. There is at least one of these locations open from 7 a.m. until 1 a.m. most days of the week.

**Variety and Education:** Not only are there enough menu items offered at each meal to ensure that there is something for everyone, menu items are changed regularly to prevent boredom. In addition, special theme events are organized periodically

in the dining halls that highlight certain holidays or cuisines to allow students to experiment with foods they may not experience at home. Food can be a great educational opportunity to promote diversity and global awareness.

**Environmental Responsibility:** Products and processes are reviewed regularly to assist in practicing environmental responsibility. Among many efforts, the program focuses on sustainably, locally sourced goods, the use of fresh produce from the College's own farm, composting food waste for repurposing as landscaping mulch, and recycling cooking oil for bio-fuel purposes.

## DINING OPTIONS

**Locations:** In total, there are six dining venues on campus with diverse menus for students available by using their Lafayette ID card. These cafés include:

Two dining halls providing All-You-Care-to-Eat service:

"Upper Farinon" located on the second floor

of Farinon College Center

Marquis Hall's first floor

Four retail locations:

Gilbert's Café located in Kirby House

Skillman Café located in Skillman Library

"Lower Farinon" on the first floor of Farinon College Center

Simon's Café on the first floor of Kamine Hall

	20 Meals per week	14 Meals per week	7 Meals per week	Pard dollars only
<b>PER ACADEMIC YEAR</b>				
Cost	\$5,740	\$4,700	\$2,662	\$750
Pard Card Dollars	\$100	\$100	\$150	\$750
<b>PER SEMESTER</b>				
Cost	\$2,870	\$2,350	\$1,331	\$375
Pard Card Dollars	\$50	\$50	\$75	\$375
Guest Meals	5	3	2	0
<b>PER WEEK</b>				
Number of Meals	20	14	7	NA
<b>AVAILABILITY</b>				
First-Year Students	Yes	No	No	No
Sophomores	Yes	Yes	No	No
Juniors	Yes	Yes	Yes, if residing in facility with private kitchen	No
Seniors	Yes	Yes	Yes, if residing in facility with private kitchen	No
Commuters	Yes	Yes	Yes	Yes
Fraternity Members with Qualifying Meal Plans	Yes	Yes	Yes	Yes
<b>MISCELLANEOUS</b>				
Meal Exchange Option	Yes	Yes	Yes	No



**Meal Plans:** All students are required to have at least the minimum qualifying meal plan for their class year and residence hall location; plans range from maximum to minimum moving left to right in the chart. As noted in the table, the Class of 2021 will automatically be charged for a 20-Meals-per-Week plan on their student account.

**20-, 14-, and 7-Meals-per-Week Meal Plans** allow a student to access either of the two all-you-care-to-eat campus dining halls, or to participate in a meal allotment at one of the other four a la carte restaurants, for a specified number of times each week. Meals must be eaten during the designated week, and meals do not carry forward from week to week or semester to semester. If a student is dining in one of the other four a la carte restaurants, the meal allotment will cover a choice from several designated entrees and include a beverage, side dish, and dessert to make a complete and satisfying meal.

**Pard Dollars:** The Pard Dollars account is a prepaid cash balance account that allows students to make purchases by using their Lafayette ID card. Pard Dollars can be used at all on-campus venues and to purchase food off campus from select participating local merchants. All meal plans include an allotment of Pard Dollars for use during the fall and spring semesters that are nonrefundable and do not roll over from semester to semester.

**Additional Pard Dollars:** Additional (non-mandatory) Pard Dollars will carry forward semester to semester and year to year if unused. Only non-mandatory are available for use during the summer and interim periods. Upon graduation or upon request at the end of any academic year, non-mandatory, unused Pard Dollars will be refunded. Additional Pard Dollars can be added to the account in one of three ways:

1. Online using the ADD PARD DOLLARS button on the right-hand menu bar. Both e-checks and credit card payment options are available. Please note that it may take up to two business days for funds to be available.
2. Mail a check made payable to LAFAYETTE COLLEGE including student's name and ID number to: Lafayette College, Controller's Office, Easton, PA 18042.
3. Bring cash, check, or credit card to the Controller's Office during normal business hours (8:30 a.m.–noon and 1–4:30 p.m.)

**Restrictions:** Even if you meet the legal minimum age, Pard Dollars cannot be used to purchase any alcohol, tobacco products, lottery tickets, money orders, traveler's checks, or gift cards.

**Guest Meals:** When family or friends visit, students are invited to bring them to a meal in one of the College's all-you-care-to-eat restaurants. All meal plans include an allotment of meals to

facilitate dining with non-student guests. Guest meals do not carry forward from semester to semester.

**Meal Exchange:** Subscribers to the 20-, 14-, or 7-Meals-per-Week plans have the flexibility to use a meal allotment for a "meal exchange" at one of the retail dining venues on campus. A designated meal exchange will typically include an entree, a beverage, and one or two sides (e.g., a piece of fruit, a small bag of chips, and a dessert treat). Select entrees are not available on meal exchange, and meal exchange options are limited during breakfast in some venues.

**To-Go Program:** Eco-clamshells, a hard plastic clamshell that can be used many times after sterilization in the dishwashing process, are offered as part of the College's sustainability initiative. Students make a one-time purchase of the clamshell from one of the café locations for use at any of the cafés on campus. After use, the dirty clamshell is returned to a cashier for washing and sanitization. If you plan to take out food immediately, a clean clamshell will be provided. If you plan to utilize the clamshell during a different visit, you'll be given a globe keychain for use the next time you plan to take out food. Simply hand the cashier your globe keychain and receive a clean clamshell.

#### Other Information and Policies

Additional dining information such as dining locations, hours, and menus can be found at [dining.lafayette.edu](http://dining.lafayette.edu).

Students should be aware of the following:

- A Lafayette College identification card (ID) is needed to access the meal plan and Pard Dollars.
- ID must be presented to the cashier before entering the two all-you-care-to-eat restaurants (Marquis and Upper Farinon Dining Halls).
- Lost or damaged identification cards can be replaced at the ID office on the first floor of Farinon College Center at the student's expense.
- A lost ID should be reported immediately to Public Safety (610-330-5330) and the ID office (610-330-5347) to ensure security of the account.
- Cards that are damaged (including cards that have been hole punched) and cannot be read must be replaced.
- Even if a student is of legal age, Pard Dollars cannot be used to purchase alcohol, tobacco products, lottery tickets, money orders, or gift cards.
- Students may not lend their ID card to others, but may use their card to purchase meals and food items for others that accompany them.
- Shoes and shirts must be worn at all times in all dining areas.

- Students are required to deposit trash in the appropriate receptacles and return dishes and utensils to the dishwashing area.
- Food, beverages, dishes, and utensils may not be removed from the all-you-care-to-eat restaurants.
- Students should refrain from eating or drinking in the retail dining locations prior to purchasing items.

## FINANCIAL AID

107 Markle Hall, (610) 330-5055  
admissions.lafayette.edu

The mission of the Financial Aid staff is to coordinate all aspects of a financial aid award (grants, loans, and campus employment) and provide assistance and guidance on application procedures, financial concerns, loan programs, and financing options. The office serves as the steward for all private, federal, state, and institutional funds that enable our students and families to fund their college education. Institutional funds are primarily need-based and serve as supplemental support to assist students to attend Lafayette. Students and families are encouraged to contact the Financial Aid staff with any questions regarding financial concerns, campus employment, and loan opportunities.

### Things You Should Know

- Financial assistance is awarded one academic year at a time. Each year's need-based award is based on costs in effect for that year and review of all required documents.
- Lafayette guarantees to meet the full demonstrated need as long as all filing deadlines are met. On-time renewal applicants are notified by the end of June. The College cannot guarantee to meet the need of late filers.
- An academic year is defined as a minimum of a 30-week period of instructional time (including exams) during which students are expected to maintain full-time enrollment and satisfactory academic progress.
- Financial aid/resources for any year may not exceed the total costs of education in effect for that academic year.
- Aid consideration is limited to eight semesters and subject to academic progress, demonstrated need, full-time enrollment, and filing deadlines.
- Aid applicants must submit the FAFSA by the deadlines to receive consideration for federal and state grants. Students must be citizens or permanent residents of the United States to receive funds from U.S. federal or state governments. Federal and state grants will replace the institutional grant in a student's award.
- Financial aid for study abroad is capped at Lafayette's costs and limited to faculty-led or approved affiliated programs. International students are limited to one semester abroad.
- Enrolled students who wish to request financial aid for the first time must meet all filing deadlines. Aid consideration

is limited to U.S. citizens and permanent residents and will be based on available funds, demonstrated need, and a GPA comparable to the all-College average (3.20).

- The federal government requires Lafayette to verify information provided on the FAFSA. Applicants selected for verification will need to use the IRS Data Retrieval Tool or request an IRS Tax transcript. The Office of Financial Aid and/or the FAFSA acknowledgment also will indicate if any additional information needs to be provided.
- The Office of Financial Aid reserves the right to utilize internet-based resources to verify all information and/or request Form 4506 for tax/income confirmation from the IRS.
- Appeals due to changes in circumstances will be considered by the Financial Aid Appeals Committee. Families may request the Financial Aid Appeal form and must include supporting documentation when submitting the form. The Office of Financial Aid makes every effort to provide additional support when extenuating circumstances occur, though funds may be limited.
- Financial aid is a joint partnership between the family and the College. Should parents reduce or discontinue financial support, Lafayette cannot replace the parents' expected contribution.
- The privacy and confidentiality of submitted information is important to us, so please include and be prepared to provide identifying information when contacting our office or submitting any documents.

Students are expected to check Banner Self-Service and the Financial Aid website regularly for any changes, revisions, and/or new or updated information.

## HUMAN RESOURCES

12 Markle Hall, (610) 330-5060  
hr.lafayette.edu/

Human Resources (HR) is charged with serving the Lafayette College community in the areas of HR policies and procedures, employment, labor relations, training, and employee benefits. The mission of Human Resources is to support the strategic vision of Lafayette. The office is located on the ground level of Markle Hall.

For students employed by the College, employment paperwork should be completed in Student Accounts on the second floor of Markle Hall.

## INFORMATION TECHNOLOGY SERVICES

Student Help Desk, (610) 330-5501  
its.lafayette.edu/

Information Technology Services (ITS) develops capabilities that support faculty teaching, research, and student learning; supports the creation of and access to digital assets and data; promotes the efficient

use of technology through community partnership; and supports communication and collaboration between and among the College and members of its community. In addition, ITS is responsible for overseeing Lafayette's academic and administrative systems and the robust information technology infrastructure that supports them.

ITS is comprised of six departments: Office of the CIO, Digital Infrastructure, Enterprise Data Management and Systems (EDMS), Instructional Technology, User Services, and Web Applications Development. The Office of the CIO is responsible for the strategic leadership of the division as well as project management for College initiatives. The Digital Infrastructure team maintains and extends the College's technology infrastructure across two data centers. This includes a robust virtualized network with a 10 Gb backbone, 1Gb connectivity to the desktop, and a wireless network available in all campus buildings. In addition, this group manages user access to IT services provided by the College. EDMS maintains the College's ERP system (Banner) and supports all administrators, faculty, and students in its use. EDMS also offers data management and complex report-building services to the College community. Instructional Technology supports faculty and students in the use of technology for teaching, learning, and research. User Services supports the use of technology by all faculty, students, and staff and maintains two general-use labs. The Help Desk and Tech Lounge also are managed through User Services. Web Applications Development supports, develops, and maintains the College's web applications and services, including our learning management system, Moodle.

## OFFICE OF THE PRESIDENT

316 Markle Hall, (610) 330-5200  
[president.lafayette.edu](http://president.lafayette.edu)

Lafayette College's president, Alison Byerly, is the chief executive of the College and serves as the official conduit for communication between the Lafayette College community—students, faculty, and administrators—and the Board of Trustees. President Byerly presides over all of the College's public exercises and at meetings of the faculty and administration. She is responsible for overseeing and directing all aspects of the management of the College.

President Byerly meets regularly with the editor of *The Lafayette*, the president of Student Government, and other student leaders. She also has an open-door policy, welcoming appointments from students who would like to discuss ideas or issues. She addresses the student body at Convocation and Commencement, hosts several student gatherings, speaks at various academic and co-curricular events, and holds Town Hall meetings to create opportunities for open dialogue throughout the year. She also interacts with student representatives appointed to committees of the Board of Trustees.

The Office of the President oversees Commencement and is advised by a Commencement committee, on which four students serve.

## OFFICE OF THE PROVOST

219 Markle Hall, (610) 330-5070  
[provost.lafayette.edu/](http://provost.lafayette.edu/)

The provost is the chief academic officer of the College and functions as a strategic partner to the president and her senior leadership team, with significant budgetary and other authority in addition to general oversight of the academic program. The provost supervises the dean of Advising and Co-curricular Programs, dean of Curriculum Research, dean of the faculty and chief diversity officer, and dean of libraries.

## PARENT RELATIONS

203 Pfenning Alumni Center, (610) 330-5040  
[families.lafayette.edu](http://families.lafayette.edu)

The Parent Relations Office serves as a liaison and resource for parents and family members of current students. Timely information is sent via email throughout the year. The Families website contains most information needed by parents. When additional information or assistance is needed, parents can contact the Parent Relations Office at (610) 330-5040.

All parents of current Lafayette students are members of the Lafayette Parent Association. As members, they are entitled to receive the parent newsletter, *Hill to Home*, POINT (Parent Office Information News & Tips) emails, *Lafayette* magazine, Lafayette e-news, and invitations to events on campus and in their local area. Parents are encouraged to attend these events to receive updates on what is happening on campus and to meet other families, alumni, and students.

New parents are invited to attend a Parent Orientation program on move-in day in August to receive information from Parent Relations, Campus Life, Advising and Co-curricular Programs, and resident advisers.

Family Weekend, which will be held Sept. 22-24, 2017, is one of the largest Parent Relations events held in the fall semester. All family members are invited to participate in many activities and to meet faculty, administrators, students, and other parents as they get an inside look at Lafayette. It is a great time for students to share a memorable Lafayette experience with their families.

Parents have the opportunity to become involved by joining the Parent Advisory Committee, which holds two meetings per year. Parents also can volunteer by responding to a request for assistance from a variety of campus departments to share their time or expertise. Information is on the Families website.

**REGISTRAR**

215 Markle Hall, (610) 330-5090  
[registrar.lafayette.edu/](mailto:registrar.lafayette.edu/)

The Office of the Registrar is responsible for supervising student preregistration periods in November and April and in June for new first-year students and transfer students. The Office of the Registrar also schedules courses and classrooms, assigns student course and section hours, and schedules final course examinations in December and May.

The Office of the Registrar maintains student academic and pertinent biographical information, including the identity of parent or guardian and home address. Students are responsible for reporting any changes in the listing of parent or guardian or home address directly to the Office of the Registrar.

Copies of the permanent academic student transcript can be obtained through Banner Self-Service. The academic transcript includes the listing of courses, credits, and grades earned. These copies are normally directed to graduate schools, prospective employers, outside agencies, or for personal use. A transcript for a student for whom there is a “financial hold” authorized by the Office of the Controller will NOT be released. Students must allow at least three days in advance of mailing and ten days before deadline in order to have the transcript reach its intended destination in time. Fees will apply for all transcript requests.

The Office of the Registrar maintains data on student graduation progress. This information is available to students and advisers in DegreeWork through Banner Self-Service. The Office of the Registrar also is responsible for the distribution of the graduation list and the ordering of diplomas.

Students must seek approval of the Academic Progress Committee, through the petition procedure, for curricular changes such as new major or application of summer school transfer credit. In addition, students must seek approval of the Academic Progress Committee in advance for study-abroad courses and programs. Prior approval is very important, since without it the courses may not be credited toward the Lafayette degree. Petitions for the filing of Academic Progress Committee actions are available in Office of the Registrar.

All courses are considered in determining grade point averages and are listed on the student’s permanent record. With the exception of Math 161, 162, and 165, students are only permitted to repeat courses that they have failed or from which they have withdrawn. Policies regarding other important academic issues, (i.e., academic honors, grading, registration, etc.) can be found in the online Lafayette College Catalog.

The Office of the Registrar in conjunction with the Office of Financial Aid handles enrollment certification for students who apply for external loans or grants or who are receiving veteran or Social Security educational benefits.

**STUDENT ACCOUNTS**

235 Markle Hall, (610) 330-5145  
[studentbilling@lafayette.edu](mailto:studentbilling@lafayette.edu)  
[finadmin@lafayette.edu](mailto:finadmin@lafayette.edu)

**Student Invoices:** Invoices are posted online on or about July 6 for fall semester and on or about Dec. 10 for spring semester. The College accepts the following payment methods: electronic check (“ACH” payments), paper check, and wire transfer. The College offers an online installment payment plan. This plan will be available for enrollment starting on July 7, 2017. Students will not be allowed to register or attend classes until accounts are paid in full or until payment arrangements are made.

Families are encouraged to begin the financial aid process early to ensure aid is available to pay the student’s invoice by its due date. The student and parents are responsible for filing and following up on the status of financial aid forms, loan applications, and other sources of financial aid to assure that anticipated aid is approved and credited to the student’s account before the invoice due date.

**Student Accounts:** Students can access online bills at [finadmin.lafayette.edu/paybill/](http://finadmin.lafayette.edu/paybill/) by clicking on “Student Access.” Students can then click on “My Account” and “Authorized Users” to allow others to view invoices and make payments on their behalf. The Family Educational Rights and Privacy Act (FERPA) regulations require students to grant permission to others (for example, parents) to view their invoice and make payments. Students also may view their accounts in Banner Self-Service.

The College will apply credits for anticipated financial aid to the student’s account if such credits are known when bills are prepared. A \$300 late payment fee will be assessed if payment is not received by the due date, and additional late fees may be assessed monthly thereafter on unpaid balances that remain after the first day of classes. Charges for other expenses incurred during the semester such as room damages, late payment fees, fines, and College Store charges are billed monthly.

Failure to pay the student’s invoice or any amount due to the College by the scheduled due date or failure to make acceptable payment arrangements to bring the account current may affect the student’s ability to register or attend classes and may cause the College to refer the delinquent account to a collection agency. The student may be responsible for paying the collection agency fee, which may be based on a percentage not to exceed 35 percent of the delinquent balance, plus all costs and expenses, including reasonable attorney’s fees, necessary for the collection of the delinquent student account. Further, the delinquent account may be reported to one or more of the national credit bureaus.

**Refunds:** After financial aid is posted, a student’s account may have a credit balance. The credit will be refunded either through direct deposit (preferred) to the account designated for refunds on the eRefunds tab in the online billing system or a paper check. All paper check refunds must be payable to



the student; however, the student may enter the parents' bank account information on the eRefunds tab in the online billing system. Refunds, when applicable, will be paid directly to parents who receive PLUS loans during the term.

**Student Banking:** Students should research their banking options prior to arriving on campus. Several banks exist within walking distance in downtown Easton in addition to along free shuttle service routes. The nearby branches include Bank of America, Keystone Nazareth Bank & Trust (KNBT), Lafayette Ambassador Bank, PNC Bank, Santander Bank, TD Bank, and Wells Fargo Bank. An ATM is located on campus in the lower level of Farinon College Center and a nearby convenience store adjacent to campus. The College does not cash personal checks for students.

In addition, all student employees should enroll in payroll direct deposit through Banner Self-Service or stopping at the payroll window on the second floor of Markle Hall.

**Health Insurance:** Lafayette requires all students to have adequate health insurance while attending the College. To ensure that all students have access to comprehensive medical care while on campus, all students are automatically enrolled in the Student Health Insurance Plan (SHIP) with the premium charged to the student's account. This charge will only be removed if the student waives the coverage. Students may waive SHIP coverage if they are enrolled in a comparable insurance plan. Accessing the Lafayette College link found at [universityhealthplans.com](http://universityhealthplans.com) will provide information for comparison and allow a student to waive enrollment in SHIP by providing proof of comparable coverage and submitting the online waiver form by the semester's billing due date. To make an informed decision regarding health insurance coverages while enrolled at Lafayette, the College recommends a close evaluation of your family's policy to verify that local Easton, Pa., providers are covered by your health plan. The College is not responsible for medical or other expenses resulting from injuries sustained by students while enrolled, whether such injuries occur on or off campus. Additional questions regarding SHIP can be directed to University Health Plans at (800) 437-6448 or [info@univhealthplans.com](mailto:info@univhealthplans.com).

**Property Insurance:** The College assumes no responsibility for loss of or damage to any student's personal property while located in College-owned premises. Students should verify that coverage is provided under their own family's homeowner's policy. If the family's policy does not provide coverage, students should visit [collegestudentinsurance.com](http://collegestudentinsurance.com) or contact an insurance agent.

**Liability Insurance:** While not required, the College recommends students verify that their family's liability insurance extends coverage for the student's actions both on and off campus.

## STUDY ABROAD

(International and Off-Campus Education)

125 Pardee Hall, (610) 330-5918

[studyabroad@lafayette.edu](mailto:studyabroad@lafayette.edu)

Study abroad is an experience that enriches a student's curricular, cultural, social, and personal life. It prepares students for a lifetime of professional accomplishments and provides them with those global citizenship skills that are so essential in today's ever-changing global society. The Office of International and Off-Campus Education assists students in selecting and arranging opportunities to study out of the country, as well as at select domestic schools other than Lafayette. Opportunities include yearlong, semester, and summer programs, as well as short-term programs in January and May/summer led by Lafayette faculty. Lafayette offers programs to over 50 countries and through over 30 partner institutions. Approximately 450 students study off campus every year, more than half through faculty-led programs (both short- and long-term). Students from any major (including engineering and other STEM subjects) and with any language level can find programs that are suitable for them.

Through weekly Get Started sessions and other events throughout the academic year, students can learn the cost of studying abroad, information about financial aid and scholarships, eligibility requirements, and application procedure. In addition to general information sessions, the Office of International and Off-Campus Education offers one-on-one advising appointments where students can meet with an off-campus study adviser and discuss specific academic needs or concerns so they can be matched to the program that best fits their academic and personal goals. Students register or apply online, and must meet specific deadlines and fill out appropriate forms and waivers as outlined on the Office's website. Special circumstances may require a petition to the Academic Progress Committee, with guidance from the Office of International and Off-Campus Education.

## WILLIAMS CENTER FOR THE ARTS

132 Williams Center, (610) 330-5110

[williamscenter.lafayette.edu/](http://williamscenter.lafayette.edu/)

The Williams Center for the Arts is a multifaceted venue on campus hosting professional artists as part of the Performance Series, the Department of Music, Art History, College Theater events, Film and Media Studies events, and various student-produced performances, speakers, and readings.

The Performance Series presents internationally acclaimed music, dance, theater, multimedia and experimental artists in performances throughout the year, always free of charge to Lafayette students. While on campus, these visiting artists offer master classes, workshops, lectures, and demonstrations to furnish deeper understanding and participation in the arts.

The Music Department comprises classes in theory, history, and practice. Nine department ensembles devoted to instrumental, vocal, consort, jazz, percussion, and new music are open to all students, regardless of major. Auditions may be required. Private music lessons taught by professional musicians are also available in a variety of instruments, voice, and composition.

The College Theater season includes productions on the Williams Center main stage and in the intimate Black Box, as well as in the studio theater at the Williams Arts Campus. Auditions are open to all students; designers and stage technicians are always welcome.

The Williams Center Art Gallery on the main campus and the Grossman Gallery in the Williams Visual Arts Building in the downtown Williams Arts Campus offer many exhibitions during the academic year as well as present workshops, a brown-bag lecture series, and other special events. They serve as resources for art students and destinations for the campus and surrounding community.

The Film and Media Studies program hosts speakers, filmmakers, and festivals of student productions both in the Williams Center and in the downtown Williams Arts Campus.

The Arts Society is a student organization offering a variety of arts-related events and programs on and off campus, such as trips to New York City museums and theaters, the popular Block pARTy, and Afternoon of A Cappella concert. Membership in the Arts Society is open to all students.

The Williams Center also provides employment and professional development opportunities for students. Brochures, email lists, websites, social network pages, and campus calendars alert students to upcoming performances and engagement opportunities.



## APPENDICES

### APPENDIX I

#### LAFAYETTE COLLEGE POLICY ON STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

**Introduction:** The Family Educational Rights and Privacy Act (also known as the “Buckley Amendment”) is a federal law regarding the privacy of student records and obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

Under federal law, students have the right to obtain access to their educational records and to prevent disclosure of records to third parties without authorization. In accordance with FERPA, Lafayette College will permit students to have access to specified records and will prevent release of records to third parties without personal authorization from the student except as noted in the regulations.

**Policy on Student Records:** Lafayette College seeks to teach students to become mature, reasoned, educated adults capable of defining and realizing their academic and personal developmental goals. To that end, the College practice is to regard students as the primary contact for interaction regarding information contained in student educational records and to respect the confidentiality of that information. The College encourages students to act responsibly by communicating directly with their parents.

Under federal law, if College personnel determine that it is in the best interest of the student to disclose to a student’s parent(s) information from that student’s educational record, the College may elect to do so after receiving proof of the student’s financial dependency on their parent(s) for federal income tax purposes. In these rare cases, the College practice is to communicate first, when possible, with the student regarding a parental request for information.

Students who are not dependent on their parent(s) for federal income tax purposes, and students who are dependent but wish to provide their parent(s) general access to their educational record, may allow College personnel to share educational record information with their parent(s) by signing a waiver. Waivers can be found on the registrar’s website or picked up in the Offices of the Registrar or the Office of Advising & Co-curricular Programs.

Students also may elect to have information from their educational record shared with graduate schools, potential employers, or other third parties by signing a release that can be found on the registrar’s website or picked up in the Office of the Registrar or the Office of Advising & Co-curricular Programs.

**Annual Notification:** FERPA requires that the College provide notification annually to students of their rights under FERPA. The College provides this notification each semester through its publication of the course schedule that is distributed to all students. The annual notification includes the rights outlined below:

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, D.C. 20202-5920

**Definition of Education Records:** Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfiche, and email, among others.

Education records do not include such things as sole possession records or notes, information obtained through personal knowledge that is not recorded, law enforcement records, employment records (when the student is also an employee), medical treatment records, or alumni records.

At Lafayette, the individuals or offices responsible for maintaining education records include the following:

- **Registrar**—Permanent transcript: Includes dates of attendance, course of study, grades, and official action of the College relating to probation, dismissal, etc.
- **Dean of Advising & Co-curricular Programs**—Individual Student File: Includes application for admission, test scores, grades, student biographical form, copies of correspondence with or about student, notation of official disciplinary actions, petitions to Academic Progress Committee, and copies of letters of recommendation.
- **Controller**—Business records.
- **Adviser**—Advising files: Includes grades, copies of petitions, and adviser's notes and correspondence with student.
- **Communications**—Public Information file: Includes copies of Lafayette College Student Biographical Form and news releases about students.

- **Health Professions Adviser**—Health Professions Advisory Committee file: Includes the student's transcript, medical aptitude scores, faculty evaluation, and correspondence on professional school admission.

**Obtaining Access to Your Educational Record:** Students who wish to obtain access to their student record should submit to the registrar, dean, or other appropriate official a written request that identifies the record the student wishes to inspect. Within a reasonable amount of time, but no later than 45 days, the College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

Students may not see letters of reference or recommendations for which they have waived their rights of review.

**Students' Rights to Amend Records:** A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the portion of the record that the student would like changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

It is appropriate to seek amendment of information that is inaccurate or misleading. This is not a grade grievance mechanism. For example, a student could question whether a grade has been entered incorrectly, but not the legitimacy of the grade itself.

**Disclosure of Educational Records to School Officials:** The College discloses information from the education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.



**Disclosure of Directory Information:** FERPA specifically identifies certain information called “directory information” that may be disclosed by the College without the consent of the student. Lafayette College considers the following to be directory information: Student’s name, College and home address and phone numbers, P.O. box number, email address, date of birth, photograph, dates of attendance, class year, degree program and major, adviser’s name, degrees and awards received, participation in College activities, and the weight and height of members of athletic teams.

Although this information is public in nature, students may request that their directory information be withheld and released only upon written authorization by completing the required form and submitting it annually to the Office of the Registrar.

**Disclosure of Non-Directory Information:** The College may, in specific instances and under strict limitations, release information from education records to individuals and/or agencies without the written consent of the students. Such persons are:

- a. College personnel with legitimate educational interests. College personnel includes all employees or agencies contracting with the College to perform service on its behalf.
- b. Officials of educational institutions in which the student seeks to enroll, provided that the student is notified of the release, receives a copy of the record if desired, and has an opportunity to challenge the factual content of the record. The procedure for challenging records is outlined below.
- c. Authorized representatives of the Comptroller General of the United States; the Secretary of the Department of Education; the Attorney General of the United States, Veterans Administration officials, and state educational authorities.
- d. Persons requiring information in connection with a student’s financial aid.
- e. State and local officials to whom the College must report pursuant to a state statute adopted before Nov. 19, 1974.
- f. Officials of organizations that conduct studies for educational agencies or institutions provided that personally identifiable data is available only to officers of such organizations and that such information will be destroyed when no longer needed for purposes of the study.
- g. Officials of accrediting organizations.
- h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1986.
- i. Parents of dependent students under the age of 21 who violate the College’s alcohol or drug policies.
- j. Persons authorized to receive such data through judicial order or pursuant to a subpoena. In such cases, when allowed, the College will attempt to notify the student before its compliance with such orders.
- k. Individuals who require information in connection with an emergency that threatens the health and safety of the student or other persons.

Lafayette also may release, without restriction, information that cannot be identified with particular students. An example of such data would be statistical information abstracted from educational records. The College reserves the right not to provide copies of third-party documents.



## APPENDIX II

### HOW TO AVOID PLAGIARISM ON WRITING PROJECTS

The following guidelines encourage practices that will help you avoid plagiarism when working on writing projects. Many college assignments require that you draw on outside sources to build your argument, establish your credibility, and demonstrate your knowledge of the subject. Using these outside sources correctly requires careful attention to how you are appropriating them from the original source and how you are integrating them into your own work. The following tips will help you write plagiarism-free papers in which all of your sources are acknowledged.

1. **Procrastination Can Lead to Plagiarism:** Waiting until the last minute to write a document will increase the likelihood that you do not cite sources in an acceptable manner. It might also increase the temptation to lift material from others and claim it as your own in a last-ditch effort to finish the assignment. Avoiding procrastination is key to avoiding plagiarism. If you do not think you will finish an assignment by the due date, contact your professor. It is far better to be penalized on a single project than it is to engage in a last-minute act of academic dishonesty in hopes of completing an assignment, an act that could ultimately result in expulsion from Lafayette. Assistance and strategies to effectively deal with procrastination are available through the College Counseling Center as well as the Academic Tutoring Center.
2. **Take Meticulous Notes:** As you read material to prepare for writing, take meticulous notes and record where the notes came from as you work. This will decrease the likelihood that you inadvertently use the ideas from something you have read and then forget to cite them. Careful note taking means recording full bibliographic information for the source and noting whether the copied material is quoted, paraphrased, or summarized. If you copy and paste material directly, it needs to be quoted, and you need to include all of the relevant bibliographic information.
3. **Use the Appropriate Citation System:** While many students learned the MLA citation style in high school English class (the citation system of the Modern Language Association), in college you will often be expected to use a different citation system depending on the discipline for which you are writing. For example, you may be expected to use APA style for a psychology course or Chicago style for a history course. Each citation system has its own guidelines for citing material. You will need to consult the appropriate style guide to learn the system, and they are available in the library.
4. **Follow a Key Guideline to Avoid Plagiarism:** Although citation systems differ, there is one principle to which all systems adhere: You must write in a way so that your reader always knows when she is reading your ideas and when she is reading the ideas of others that you have appropriated to complete your paper.
5. **Do Not Wait until the Last Draft of the Paper to Place Your Citations in the Text:** Students will sometimes wait until they have finished a draft

of an assignment and then return to place the citations in the text. This will increase the probability that you forget to include a citation.

**6. Learn the Differences Among Summary, Paraphrase, and**

**Quotation:** When you appropriate the writings or ideas of others, there will be times when you need to summarize their material and times when you need to quote their material. This sometimes depends on the discipline. Scientists, for example, rarely use quotations in their work. You can learn the difference among summary, paraphrase, and quotation by consulting the appropriate style guide.

**7. Know that “Patch Writing” Is a Form of Plagiarism:**

According to Rebecca Moore Howard, “patch writing” is a form of dubious or sloppy paraphrasing. It happens when you borrow the sentences of others and then change just a few words without fundamentally changing the structure of the sentence. You can avoid this by changing the sentence fundamentally (paraphrasing) or by using the sentence exactly as it was written with quotation marks around it.

**8. Use Campus Resources:** If you are having difficulty with a project, visit your professor, consult a research librarian, or consult a writing associate. There are resources on campus to help you learn how to cite material correctly. Using them, however, takes careful planning. This is one more good reason to avoid procrastination.



## APPENDIX III

### UNDERGRADUATE MOTOR VEHICLE AND TRAFFIC REGULATIONS

#### I. REGULATIONS

- A. The operation of motor vehicles on campus roadways and the registering of motor vehicles for the purpose of obtaining parking permits to park in College-controlled parking lots are to be considered privileges and not rights of individuals. Lafayette College reserves the right to deny or revoke such privileges at any time to any and all persons who fail to adhere to these regulations.

#### II. PURPOSES

- A. The purposes of the Lafayette College Motor Vehicle and Traffic Regulations are:
  - 1. to assure maximum safety and protection of life and property on Lafayette College roads and walkways;
  - 2. to assure maximum use of campus roadways and parking facilities for Lafayette College students, staff, and visitors;
  - 3. to assure access to all parts of the campus for service and emergency vehicles.

#### III. OPERATION OF MOTOR VEHICLES ON CAMPUS

- A. Students are reminded of the Pennsylvania Motor Vehicle laws regarding pedestrians and crosswalks. Specifically, the driver of a vehicle shall yield the right-of-way to a pedestrian crossing a roadway within any marked crosswalks or within any unmarked crosswalk at an intersection. Also, whenever any vehicle is stopped at any crosswalk at an intersection or any other marked crosswalk to permit a pedestrian to cross a roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.
- B. Students also are reminded that a pedestrian crossing a roadway at any point other than within a crosswalk, at an intersection or any marked crosswalk, shall yield the right-of-way to all vehicles upon the roadway.
- C. Students are reminded that state law indicates that where a sidewalk is provided it is unlawful for any pedestrian to walk upon the roadway.
- D. Students are reminded that operation of a motor vehicle on campus in a careless or reckless manner will result in severe disciplinary action as well as the possibility of citations being issued.

#### IV. MOTOR VEHICLE REGISTRATION

- A. All students who have possession of a motor vehicle while attending Lafayette must register that vehicle with the Office of Public Safety regardless of where it will be parked. Having possession of a motor vehicle is interpreted as extending from the time the student arrives in the Easton area for the purpose of assuming student status until he or she legally becomes the responsibility of their parents or guardian after leaving the campus. Students are only permitted to register vehicles owned or licensed to themselves or members of the student's immediate family.
- B. Students owning/operating motor vehicles at the College shall register online. Registration is required of all students, both resident and non-resident.



- C. Special consideration will be given to those students demonstrating a need for use of a motor vehicle at the College and who normally are prohibited from maintaining a vehicle at the College. Medical approvals shall be granted by the College physician. Regular fees still apply.
- D. The fee charged for registration and a parking assignment on Lafayette College property is \$430 per academic year. This fee applies to full-time commuting students as well. Those students assigned to McKelvy House and Hamilton House lots will not have the privilege of driving to campus and parking on campus lots from 7:30 a.m. to 5 p.m., Monday through Friday. Commuting students will be assigned to Markle Parking Deck or Sullivan Parking Deck. Students residing one or more miles from campus are considered commuting students. Those students assigned to off-campus parking also will not have the privilege of parking on campus between 7:30 a.m. and 5 p.m., Monday through Friday, or during restricted periods (e.g., football games, large campus-wide events).
- E. Students residing in off-campus housing units, both College-owned or privately owned housing, who must park on city streets also are required to register their motor vehicles online. However, you must pick up your sticker at the Office of Public Safety and display it on the left section of the rear bumper by Sept. 12, 2017. Failure to do so will result in being charged \$50 for failure to register and properly display your parking sticker on your vehicle. This fine will automatically be billed to your account.
- F. Individually numbered parking stickers will be issued to each approved applicant. Stickers are to be affixed to the left section of the rear bumper. Replacement stickers will be issued free of charge.
- G. All parking stickers remain the property of Lafayette College. Acceptance of stickers from the College acknowledges an understanding of the Motor Vehicle Regulations and the registrant's responsibility for adherence thereto.
- H. No person shall falsely apply for a motor vehicle parking assignment at the College. Such false application will be reported to the Office of Student Conduct for further investigation and disciplinary action.
- I. Failure to register a motor vehicle at the College is a violation of College regulations for which the fine is \$50. Also, failure to display the College-issued parking sticker properly is a violation of College regulations for which the fine is \$50.
- J. Students who are not eligible to bring motor vehicles to the Easton area will be subject to fines and disciplinary action if they bring motor vehicles to the area.
- K. Lafayette College remains free of all liability for loss of the vehicle registered or any of its contents and for damages to the vehicle except that caused by Lafayette

College equipment under the direct control of Lafayette College agents and employees.

- L. All students will be held responsible for the violations of any vehicle registered to any members of their immediate families or their guests. Overnight visitors must obtain a free temporary permit from the Office of Public Safety to park on Markle Parking Deck or Sullivan Road Parking Deck. Daytime visitors may use the short-term visitor parking in front of Markle Hall and the Markle Parking Deck.

## V. PARKING

- A. Parking assignments are controlled Monday through Friday, 7:30 a.m. to 5 p.m., and each registrant is expected to park where they are assigned. If the student's assigned lot is full, the student should use Markle Parking Deck or Sullivan Road Parking Deck and report the condition immediately to the Office of Public Safety. Two- or three-wheeled motorized vehicles may be parked only in specific parking areas on campus and may be driven only on specific campus roads.
- B. At no time may vehicles be parked in unauthorized and prohibited areas such as red tow-away zones; yellow no parking zones; on lawns and walkways; or in a manner that constitutes double parking, blocking of walkways, roadways, fire hydrants, etc. No parking in a handicapped space without a state-issued handicapped license plate or state-issued current handicapped placard.
- C. At no time may vehicles park in faculty residence spaces. Also, vehicles may not park in spaces reserved for Bailey Health Center staff as those areas are reserved at all times.
- D. Lafayette College reserves the right to alter parking assignments on a permanent or temporary basis when new construction, major repairs, and emergency situations require such changes.
- E. No persons shall abandon a motor vehicle of any kind on College property. Should any vehicle parked on campus become disabled, the owner/driver of that vehicle shall report the condition to the Office of Public Safety immediately. Vehicles requiring repairs shall be tended to by the owner/driver within 24 hours. Vehicles parked under the above-stated regulations for more than 48 hours will be towed away and stored at the expense of the owner/driver.

## VI. ENFORCEMENT: FINES

- A. The Office of Public Safety is responsible for the enforcement of Lafayette College Motor Vehicle and Traffic Regulations. Such enforcement is in effect 24 hours per day, seven days a week.
- B. All persons operating motor vehicles on campus are expected to cooperate with officers employed by the College whose duties include traffic and parking control.
- C. Parking summons tickets will be issued to vehicles illegally or improperly parked. The owner/operator of a ticketed vehicle is responsible for its disposition as directed on the reverse side of the copy. Failure to properly dispose of violation tickets will result in disciplinary action taken; i.e., the withholding of grades or transcripts, denial of registration for classes, etc. Any student who accumulates three or more tickets during any school year may be subject to having their vehicle towed by the Office of Public Safety. The fine is \$50. The vehicle will be towed to an off-campus impound yard. The vehicle owner will be responsible to pay towing fees plus daily impound storage fees to be determined by the private towing service that has towed and impounded the vehicle. Additionally, there will be disciplinary referrals to the Office of Student Conduct for:
  1. Any student who is cited for parking on campus without having registered their vehicle
  2. Any student who accumulates three or more unpaid tickets. When a student receives three tickets in a semester, the student and parents will be notified in writing. If the student subsequently receives three additional tickets during that semester, parking privileges will be revoked for the following semester. A letter will be sent after the sixth ticket is issued to formally notify students and may result in immediate revocation of parking privileges and escalating probation.
  3. Any student who is cited for illegally parking in a handicapped parking space two or more times.
  4. If the student continues to receive tickets, the student will be referred to the assistant dean of students for disciplinary action.
- D. Students who wish to appeal parking citations (tickets) must do so by appearing at the Office of Public Safety or online within five business days of the issuance of the citation. Failure to appeal the citation within the above time period may result in loss of the right of appeal. All

appeals must be filed prior to the start of year-end finals. Note: "Red Tow-Away Zone" and "Faculty Reserved Spaces" violations are not appealable.

- E. Vehicles bearing state-issued handicapped license plates/hang tags may use handicap spaces without prior authorization from Bailey Health Center. Students seeking a handicap parking assignment must apply at Bailey Health Center. Only after authorization is given by Bailey Health Center, and the Office of Public Safety issues a special permit, would you be allowed to park in a handicap space. Parking in a handicap parking space is not appealable unless the above criteria are met.
- F. Unidentified violator's vehicles license plates will be traced to determine ownership. Owners/drivers in violation will be contacted and held responsible for payments of initial fines, plus tracing cost.
- G. Tow-Away Policy: Vehicles parked in "Red Tow-Away Zones" will be ticketed, and an automatic fine of \$50 plus towing cost and daily storage cost will be assessed. Also, any vehicle that is parked in such a manner as to obstruct campus roadways or sidewalks may be towed. Any vehicle parked on campus in a manner that creates a hazard or impedes traffic flow may be towed at the discretion of the Office of Public Safety. Abandoned vehicles may be towed at the discretion of the Office of Public Safety. Owners/operators of illegally parked vehicles towed from campus are responsible for payment of towing fees and storage fees.
- H. In the event your vehicle is towed from campus, you should contact the Office of Public Safety to obtain information regarding its recovery. The tow-away policy is in effect 24 hours a day, seven days a week.

### Violation Fines

Parking Violations (General/Misc.)	\$20
Red Tow-Away Zone	\$50
(plus towing and daily storage costs)	
Failure to register or display sticker properly	\$50
License Plate Trace	varies
Careless/Reckless Driving	\$50
Handicap Area	\$100
No Parking Zone (yellow)	\$25



## APPENDIX IV

### OFFICE OF RESIDENCE LIFE

#### TERMS OF CONTRACT FOR COLLEGE RESIDENCES FOR 2017-2018

The student and parent, guardian or other guarantor is urged to read carefully the content of this Housing Contract. When the official Housing Contract is signed and submitted to Lafayette College, or when the student occupies a space in a residence, this contract becomes a binding agreement – a contract between the student (and parent, guardian, or other guarantor) and the College. The terms and conditions of this contract are outlined below.

**A. CONTRACT PERIOD:** This contract is binding for the entire academic year commencing with the Fall semester; except when the student completes graduation requirements midyear, or when the student withdraws or is withdrawn from the College, or when the student enters into the contract at the beginning of the spring semester. This contract remains in effect even if the student is approved for a part-time course load. No room shall be occupied prior to 48 hours before the first day of classes for a semester without written permission from the Director of Residence Life. The room must be relinquished within a 24-hour period following the student's last scheduled examination but no later than noon following the last day of examinations. If the student voluntarily or involuntarily withdraws from the College, the room must be relinquished within a 48-hour period following the official change of status. Relinquishing the room includes removing all personal items, returning room key(s), returning building access tag, and no longer residing in the room.

**B. WINTER TERM OCCUPANCY:** During the period between Fall and Spring semesters, a special living area may be designated or established. Students may be assigned to a room different than their Fall/Spring semester assignment for this period. Application must be made in accordance with established deadlines through the Office of Residence Life prior to receiving permission to occupy a room. Failure to register for winter housing through the established process may result in disciplinary sanctions and/or fines. A separate charge will be assessed for housing during the winter housing period.

**C. SUMMER TERM OCCUPANCY:** During the period between the Spring and Fall terms, student housing will be offered in designated residence halls. Students must apply through the Office of Residence Life by the established deadline prior to receiving permission to occupy a room. Failure to register for summer housing through the established process may result in disciplinary sanctions and/or fines. A separate housing fee will be assessed for housing during the summer housing period.

**D. TERMINATION OF CONTRACT:** The College may terminate a contract and take possession of a room at any time for: (a) violation of the Residence Hall Regulations as outlined in this contract; (b) violation of any College regulation; (c) lack of adequate academic progress or participation (e.g. failure to attend class); or (d) whenever the room is vacated or the status of the student as a student is terminated. Furthermore, in their utilization of residential facilities, students are expected to obey laws of the general community. If the College terminates a contract for any of the reasons noted above, no portion of the room fee will be refunded.

**E. ROOM ASSIGNMENTS:** All students must live in College housing unless they apply for and receive permission, in writing, from the Office of Residence Life to live elsewhere. The College will not discriminate in room assignment on the basis of gender, race, color, religion, creed, national origin, ancestry, age, physical ability, gender identity, or sexual orientation. Room assignments will be made according to departmental procedures and, when possible, in accordance with student preferences. No specific assignment based on the student's request is guaranteed. Failure by the College to honor housing preferences will not void this contract. The College reserves the right to: (a) assign the remaining space(s) of a room whenever a vacancy in occupancy occurs; (b) increase the number of occupants per room in the event of need; (c) assign students to temporary accommodations, in the event of emergency need; (d) reassign rooms for occupancy during the winter housing period; (e) consolidate roommates, for space management purposes, when vacancies occur; (f) change room assignments for health, safety or repair services, for disciplinary reasons caused by the student, or for irresolvable incompatibility of roommates; and (g) designate the occupancy level for each room.

**F. ROOM RESPONSIBILITY:** Students are responsible for all activities within their residence including policy violations, damages, and other restrictions stated in this contract. It is expected that rooms will be in the same condition at the end of the occupancy period as when first occupied. All personal belongings must be removed from rooms at move out. Trash must be removed and placed in containers provided by the College. All College-owned furniture and furnishings must be present in the room and properly assembled. Any personal items left in a room are subject to being discarded or donated, following (a) 24 hours after the last scheduled examination unless student is approved for late departure; (b) an established date for room change; or (c) 48 hours after the date of change in enrollment status. Should a room require more than the normal amount of cleaning by the College when occupants move out, a fine may be imposed, and a bill for the additional time will be charged directly to the student or students involved. Any damages not claimed by individual residents will be divided equally among all residents of the room.

**G. LOSS OR DAMAGE:** The College does not carry insurance covering personal property and is not liable for losses or damages occurring to the resident's property, furniture, or equipment from any cause whatsoever. The College shall assume no liability for theft, destruction, or loss of money, valuables, or other personal property belonging to, or in the custody of, the resident from any cause whatsoever, whether such loss occurs in the resident's room, storage areas, or public areas. Therefore, students are encouraged to obtain renter's insurance to cover their personal property.

## CONDITIONS OF OCCUPANCY

The following regulations have been instituted by the College to insure that the rights and welfare of all students will be protected. The College reserves the right without prior notice to change these regulations or make rules as it deems necessary for the protection of property and/or the general welfare of the residents. Students are expected to abide by statements in the College Housing Contract, the Student Code of Conduct, and the Statement on Rights and Responsibilities of Students. All of the regulations listed below apply to the residents and visitors of all College-owned or -operated residences, including College-owned or -operated fraternity and sorority houses, and off-campus houses and apartments.

**1. ALCOHOL:** Alcohol is permitted in a student bedroom when one or more of the assigned occupants is at least 21 years of age. The student(s) of legal drinking age must secure alcohol within the bedroom and may not provide or make available alcohol to anyone under 21 years of age, including roommate(s), suitemate(s), or guests. Alcohol is prohibited in rooms, suites, apartments, or houses in which all assigned occupants are under the legal drinking age regardless of age of guests. Alcohol is prohibited in all residence hall common areas (e.g. lounges, stairwells, building kitchens, bathrooms) regardless of the age of person in possession. Refer to the Student Handbook for more detailed information.

**2. ASSESSMENT FOR DAMAGE:** Residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment. When damage or the need for excessive cleaning occurs in a public area and the responsible individual is unable to be identified, it may be billed on a per capita basis to the students of that area. Students are responsible for reporting to the Office of Public Safety any damages done to the outside of their room door; otherwise, they will be billed for such damage. In cases of extreme damage or vandalism, students will also be subject to fines and disciplinary action.

**3. CABLE AND TELEVISION:** Students may request cable television service through the College provider and will be charged separately for this service. Exterior satellite dishes and receivers are not permitted. Students are not permitted to split the television cable; this practice is illegal and constitutes theft of that service.

**4. CONTRACT SUSPENSION:** Any student whose physical or behavioral health might jeopardize the safety or well-being of any resident, or who interferes with the educational process of the institution may be required to have a Health Assessment as part of the Behavioral Health and Safety Review Committee's process. Should the Behavioral Health and Safety Review Committee determine that a health or safety concern exists, the Director of Residence Life may amend or suspend the student's housing contract as appropriate



**5. COOKING:** Cooking is not permitted in student bedrooms with the exception of heating food in a College-approved microwave unit. Students may cook in common building kitchens or inside units with self-contained kitchens (e.g. suites, apartments). Students are expected to monitor food as it is being cooked, clean the kitchen area after each use, and properly store personal cooking items and food.

**6. ELECTRICAL APPLIANCES:** No appliances containing open heating elements may be used in student bedrooms or any room other than a kitchen as they pose distinct fire hazards and may exceed the capacity of existing electrical circuits. Prohibited appliances include and are not limited to: hot plates, coffee makers, electric grills, space heaters, toasters, and toaster ovens. Compact, personal-sized refrigerators are permitted. Apartment-sized or full size appliances are never permitted in student rooms, self-contained kitchen/common areas, or building common areas with the exception of those provided and maintained by the College. Students who live in units with a self-contained kitchen may use personal kitchen appliances (e.g. coffee maker, toaster) within the kitchen area. Microwave ovens (other than units available through the College-designated Rental Program or provided and maintained by the College) are not permitted except in units with self-contained kitchens when used in the kitchen area. Air conditioners are not permitted in College residences without approval through the established process. Air conditioners must be installed and removed by the Facilities Operations staff only.

## 7. FIRE SAFETY

**a. Equipment:** Fire equipment is to be used only as necessary in case of fire; its use or misuse must be reported to Public Safety and Residence Life staff immediately so that it may be restored to useful condition without delay. Anyone identified as responsible for tampering with or theft of any College-owned fire extinguisher or other fire apparatus in any College-owned or operated residence will be subject to a \$300 fine for each incident and disciplinary action. Tampering includes and is not limited to obstructing access to fire safety equipment, covering smoke detectors, and suspending items from sprinkler heads. If a person or persons responsible for tampering with fire equipment in a common area are not identified, the students living on the floor, wing, or section of the residence hall are subject to a \$300 charge billed on a per capita basis. Students are expected to leave the building for all fire alarms and drills. Lack of cooperation during fire drills or alarms will result in disciplinary action.

**b. Room Decorations:** Students must not decorate their rooms with combustible materials (paneling, combustible fabrics, etc.). Fiberglass or other fire-resistant hangings are acceptable if hung in accordance with the Room Decorations

policy (see #20). No items may be affixed to, installed in or suspended from the ceiling, sprinkler head (exposed or concealed), or other fire safety equipment in any student room or other residence hall space. Fabric decorations and/or posters may only cover a maximum of 50% of one wall in any student room. Light fixtures must remain uncovered. Lamps or light fixtures may not use halogen bulbs unless manufactured with safety screen. The possession of items that result in an open flame or that are designed for being burned are always prohibited. For the safety of everyone within a residential community, candles or incense, whether burned, for decoration, or never previously used, are prohibited and will be confiscated. Students in violation are subject to fines and disciplinary action.

**c. Egress:** Decorations, personal items, or furniture must never hinder exit from a room or the building. Personal items or bedroom furniture in the hallway, lounge, stairwell, common area, or other means of egress are subject to removal. Students will be liable for furniture replacement costs and may be subject to disciplinary action. Bicycles found in stairways, ramps, common areas, stairwells, hallways, or in violation of fire code are subject to being immediately impounded.

**8. HOSTING GUESTS:** Only those students specifically assigned to a location by the Office of Residence Life may reside there. A student or non-student guest who is not regularly assigned to a particular residence hall room may not be lodged in that room for more than a brief stay. The consent of other occupants of the room and apartment/suite is always required. Student residents who wish to have a guest who is not a currently enrolled Lafayette College student for more than three nights or repeatedly (more than twice in one term) must register their guest directly with Public Safety. The College reserves the right to prohibit overnight guests. The host student is responsible for the conduct of his/her student and non-student guests, including damages caused by them. Overnight guests must be at least 16 years old.

**9. INSPECTION:** Inspections will be conducted at the beginning and end of each academic year to establish the basis for assessing damages. In addition, all College residential facilities may be inspected at least one other time per semester for the purpose of damage assessment. The right is reserved for College authorities to enter any room at any time for the purpose of inspection or repair. In addition, routine safety inspections are conducted between semesters. Students are subject to disciplinary actions for violations in view during any room inspection or repair call.

**10. INTERNET:** Students are not permitted to supply/connect the following devices to the Lafayette Network: routers, hubs, switches, wireless access points, wired and wireless printers.

**11. KEYS:** Each resident will be issued one bedroom key and, as applicable, a separate suite/apartment entry key. Residence hall keys are not to be duplicated except by the College locksmith. Students will be billed for lock changes if keys are lost, stolen, or not returned at the end of occupancy. Students are subject to a \$100 fine if keys are not returned by the specified return date at the end of the occupancy period. A separate charge is assessed for electronic access tag replacement. Keys and access tags are issued to students individually; they may not be loaned or transferred.

**12. LEAVES OF ABSENCE:** It is the responsibility of students who are returning to the College from a leave of absence to communicate their housing requests to the Office of Residence Life in advance of their return. The office will attempt to accommodate students' hall and room preferences; however, preferred assignments cannot be guaranteed. Students returning in January will be assigned to residence hall space based on class seniority. Students taking a leave of absence during the spring semester will be assigned fall housing through the summer waitlist process.

**13. MAINTENANCE & REPAIR:** The College, through the Facilities Operations Department, shall perform all maintenance and repair work. Students may not make repairs or perform maintenance themselves. Neither can students contract or arrange for an outside provider to perform facilities services, including housekeeping. Residents will be charged for any maintenance that the College has deemed not to be the result of normal and routine use. To avoid being charged for pre-existing damage, residents must complete and submit Room Inspection forms at the time of move-in. The College expects that facilities problems will be reported promptly. Failure to report problems in a timely manner can lead to further property damage for which residents may be charged. Students are expected to cooperate with maintenance personnel and prepare their rooms for servicing as directed.

**14. MOVING FURNITURE:** All College-supplied furniture must remain in student rooms. Lounge furniture is for use by all residents and may not be removed or relocated. Unauthorized removal of furniture will be considered theft of college property: students will be disciplined and fined for such behavior. No College residence hall furniture or upholstered furniture is permitted for use outside the building or on College grounds.

**15. PETS:** Residents are not permitted to keep animals of any kind except fish in an aquarium of no more than 10 gallons with the exception of service animals or approved support animals. Lab specimens and visiting pets, with the exception of service animals, are also prohibited. Violations will result in a fine and disciplinary action.

**16. PROHIBITED ITEMS:** Possession, use, or installation of items that could result in damage, interfere with the satisfactory functioning of the residences, are illegal, or present a potential health or safety hazard, are in violation of College regulations and are prohibited. Further, prohibited items are subject to confiscation and will not be returned. Students are subject to fines and/or disciplinary action for possession of prohibited items. Prohibited items include: waterbeds, barbells and other weight lifting equipment, furniture lofts or partitions in addition to other prohibited items listed in other sections of this contract.

**17. QUIET HOURS:** To maintain conditions conducive to academic achievement, quiet hours are established and maintained in all residence halls. Quiet Hours are in effect from 10pm-8am Sunday through Thursday and 12am-10am Friday and Saturday. Excessive noise at any time will not be tolerated. During exam periods 24-hour quiet hours will be observed. Personal electronic equipment (e.g. computers, televisions, etc.) is permitted, provided it is operated with the proper regard for quiet hours and does not disturb other residents. Speakers must not be placed in or near an open window. Musical instruments should not be played in residence halls.

**18. RESTRICTED AREAS:** Students are not permitted to access roofs, ledges, basements, attics, mechanical closets, or other restricted areas including residential buildings that are not open for occupancy. Students may not use windows as a non-emergency means to exit or enter a room. Students in violation are subject to disciplinary action.

**19. ROOM CHANGES AND VACANCIES:** No student will be allowed to move off campus, exchange a room, or substitute one occupant for another without permission from the Director of Residence Life. Student(s) who reside in a room in which there is a vacancy agree to accept an assigned roommate(s) and will maintain the unoccupied space in the room in such a condition that would allow someone to move in on short notice (e.g. furniture assembled and clear of belongings). Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment or lottery process will be subject to disciplinary action that may include fines, reassignment, and/or contract termination. All housing assignments, including filling vacancies that occur prior to or during the academic year, are made at the discretion of the Office of Residence Life.

**20. ROOM DECORATIONS:** Decals, pictures, posters, stickers, labels, etc., which are fastened to walls, doors, woodwork, and ceilings must be removed without damage to paint or finished surfaces of the room. Pictures, decorations, etc., should be hung from the picture moldings or attached in a method that does not damage the walls. Double-faced tape, scotch tape, and masking tape and duct tape are prohibited as they will damage walls,

causing possible assessment for damage/fine. The use of nails, tacks or screws is forbidden. Writing instruments must not be used on any building surface. Posters, flags, or other decorations hung in a student's window and/or visible from outside of the residence hall that may be obscene in nature or disruptive to the College community are not permitted.

**21. SANITATION:** Each resident is expected to maintain his/her room in an acceptably safe and sanitary condition and to cooperate in maintaining the lounges, corridors, and common areas in satisfactory condition. Students within suites and apartments are responsible for regularly cleaning their bathroom, kitchen, and common area. Food may be stored in student rooms only if it is stored in appropriate containers. All waste paper and other trash must be deposited in the designated wastebaskets, dumpsters, or recycling containers. Littering or improper disposal of trash or recycling is not permitted.

**22. SEARCH AND SEIZURE:** Except under emergency circumstances, College premises occupied by students and the personal possessions of students will not be searched unless authorization is obtained from the Office of the Dean of Students. Authorization shall be made before a search is conducted. The authorization shall specify the reasons for the search and the objects sought. The student should be present, if possible, during the search. Students are subject to disciplinary action for violations in plain view regardless of whether discovered during an authorized search.

**23. SECURITY:** Students agree to abide by the safety rules and procedures of the College. Residents who leave the residence hall by locked doors are responsible for leaving the doors in a locked position. Doors should never be propped open and students should not permit non-residents to enter the building. Residents are urged to lock the windows and doors during periods of absence. During holiday periods, additional precautions should be taken to include removing small portable items and closing curtains or shades. Any losses should be reported to the Office of Public Safety and the Office of Residence Life. The Office of Public Safety will file an Incident Report that may help facilitate the settlement of insurance claims.

**24. SOCIAL EVENTS:** Students or guest(s) in College-owned or operated housing are required to comply with the procedures outlined in the Student Handbook regarding registering and managing social events.

**25. SOLICITING-SALES:** Students may not solicit, canvass, distribute literature, or use College housing as a location for selling or advertising unless permission is granted by the Office of Residence Life. Refer to the Policy on Solicitation in the Student Handbook.

**26. STORAGE:** Personal belongings must be stored in student rooms or a designated storage closet. Limited storage closet space is available in some residence halls for student use. There are restrictions on the type of items that may be stored in College storage closets. Lafayette College assumes no responsibility for loss, theft, or damage of property stored in residence halls. Complete storage information can be found on the Residence Life webpage.

**27. STUDY ABROAD:** It is the responsibility of students who are returning to the College from abroad to communicate their housing requests to the Office of Residence Life in advance of their return. Residence Life staff will attempt to accommodate students' hall and room preferences; however, preferred assignments cannot be guaranteed. Students returning in January will be assigned to residence hall space based on class seniority.

**28. SUBLET:** Assigned rooms may not be sublet. The housing contract is personal and may not be transferred to another person.



## APPENDIX V

### OFFICE OF RESIDENCE LIFE

#### TERMS AND CONDITIONS FOR STUDENTS LIVING IN COLLEGE-OWNED OR COLLEGE-OPERATED OFF-CAMPUS APARTMENTS AND HOUSES FOR 2017-2018

All of the Terms of Contract and Conditions of Occupancy described in the College Housing Contract as set forth online and in the *Student Handbook* apply to those students living in Lafayette College-owned or College-operated apartments and houses. In addition, the following information and stipulations apply to students assigned to these accommodations:

#### PROVIDED SERVICES:

##### a. Utilities

In College-owned/operated houses and apartments heat, electricity, and water and sewer services are included in the housing fee.

##### b. Custodial and Grounds

The College, prior to occupancy in the fall, will be responsible for cleaning the house/apartment. Common hallways, corridors and similar public spaces in College-owned properties will be the responsibility of the College. The College will supply and change light bulbs and supply one shower curtain liner at the beginning of occupancy. In addition, lawn care and snow removal will be the responsibility of the College. Common spaces in 512 March Street are the responsibility of the contracted building management.

##### c. Trash Collection

Garbage and recycling collection are provided by the City of Easton, and it is the residents' responsibility to deposit garbage and recycling, neatly packed in the plastic bags provided, into the appropriate location at the designated time and day for garbage collection. The College will supply plastic garbage bags, at least one exterior garbage can and recycling bin. Students will be charged for any garbage clean-up facilitated by the Facilities Operations Department and will be subject to disciplinary action for excessive or repeated occurrences of failing to place curbside their garbage or recycling on the designated day. Trash at 512 March Street is contracted through private trash removal. A schedule of trash and recycling pick-up is provided at the time of occupancy.

#### NON-PROVIDED SERVICES:

##### a. Utilities

In College-owned houses and apartments, phone, cable, and internet are not provided by the College nor are they available through the College. Students must arrange and pay for phone, cable, and internet service, if they desire these utilities. Satellite equipment is also not permitted. All students who contract with a local telephone service are advised to consider adding wire maintenance plan insurance to their list of options. If problems arise with phone lines in the apartment and require repair, the residents will be financially responsible for such repairs unless they have elected a wire maintenance plan through the phone company. For the College-operated apartments located at 512 March Street, students will receive College-provided internet service and may elect separately to purchase cable through a private provider. Residents of 512 March Street may



request a landline phone at no additional charge from the ITS department.

#### **b. Custodial and Grounds**

Regular cleaning during the occupancy period and prior to move is the responsibility of the residents. Interior apartment space will not be cleaned by the College. Residents are responsible for providing their own vacuum cleaner, cleaning supplies, and toilet paper. Students are expected to keep interior and exterior spaces clean and sanitary, so as not to affect other students within the apartment or house or to contribute to unhealthy or unsafe conditions.

**AIR CONDITIONERS:** Residents may not install air conditioner units in an off-campus house or apartment. If a student receives approval for an air conditioner through the College's established process, Facilities Operations must install and remove the air conditioner. Air conditioners are approved for installation in student bedrooms only.

**ALCOHOL POLICIES:** The Lafayette College Code of Conduct, found within the *Student Handbook*, states that possession of open containers of alcohol on the grounds of any College property, including the yards of off-campus residences, is prohibited regardless of residents' ages. Kegs and common source containers of alcohol are not permitted in or on the grounds of College residences, including College-owned/operated off-campus houses and apartments also regardless of residents' ages.

**EXTERIOR OF PROPERTY:** Students may not erect or install temporary or permanent structures on College property. Prohibited items include, but are not limited to, wading pools, tents, and inflatable structures/games. No upholstered or College-owned furniture may be placed outside of the house or on the porch. The only furniture permitted outside of the houses is lawn furniture. Residents are permitted to have a portable grill; however, no fire pits or open fires are permitted on College property.

**FURNITURE AND APPLIANCES:** The College will provide lounge furniture and kitchen appliances (oven/stove, refrigerator) and bedroom furniture for each student (bed, mattress, desk, desk chair, and dresser). Furniture must remain in the house/apartment. The College will not store or remove these items from the property. Any furniture that has been damaged by students or is missing during inspection times will be replaced at the cost of all of the residents of that particular house/apartment.

**INSPECTIONS:** The College will inspect the house or apartment periodically to check for cleanliness, wear and tear on furnishings, paint, fixtures, safety device operation, and any violations of College regulations. The College provides one fire extinguisher per floor and will inspect these units twice per year.

**NOISE:** Music, loud voices, and other loud noises should not be heard outside of College-owned/operated off-campus houses or apartments. Students at all times shall show proper regard for others. Voices, radios, televisions, stereos, musical instruments, and other audio equipment shall be adjusted so as not to disturb the community by being audible outside of the unit. Any student residents or guest(s) of houses or apartments with noise complaints and/or citations by the City of Easton may be subject to disciplinary action by the College, which may include reassignment to a campus residence hall.

**OCCUPANCY:** Students assigned to an off-campus house or apartment may request early arrival on or after the Wednesday prior to the first day of classes for the fall semester without additional fees. The house or apartment must be relinquished no later than the day following commencement. All houses and apartments will be locked after this time. College-owned/operated houses and apartments are not available for summer occupancy. As with all College residence halls during the period between fall and spring semesters, College-owned/operated apartments and houses are closed, unless residents receive written permission for occupancy from the Office of Residence Life. Unauthorized entry and/or occupancy may result in disciplinary action, fines, and/or reassignment.

**PARKING:** A limited number of students in College-owned and College-operated off-campus apartments and houses will be eligible to receive a City of Easton Residential Parking Permit (RPP) through the established process. Students who are not eligible for an RPP may register for a College parking sticker through the established process. Students who do not receive an RPP may not park on the city streets.

**PERSONAL CONDUCT:** Students are expected to abide by all policies outlined within the Lafayette College Code of Conduct, found within the *Student Handbook*, including the terms and conditions found in the College's Housing Contract. Whether living on or off campus, students are representatives of Lafayette College and will be held accountable for their behaviors. Students living in College-owned/operated off-campus house or apartment property who violate the policies of the *Student Handbook* and/or the Housing Contracts and/or have complaints at their addresses, are subject to disciplinary action by the College. This action may include reassignment to a campus residence hall, at the discretion of the College. Further, the College reserves the right to reassign a student to an on-campus residence hall at any time.

**ROOM RATES:** College housing rates are established by the Office of Finance and Administration. College-owned properties are charged either the Tier 3 or Tier 4 housing rate; 512 March Street is charged the Tier 5 housing rate.



## PRIVATE OFF-CAMPUS HOUSING AGREEMENT FOR 2017-2018

As a residential college, Lafayette College believes in the intrinsic educational value of living on-campus, with peers, in close proximity to faculty, classrooms, and libraries. The college grants the privilege of living off-campus to a small percentage of the student population in recognition that valuable life skills can also be gained through a more autonomous living environment. To live in houses or apartments owned by private landlords, students must follow established criteria and receive permission, in writing, from the Director of Residence Life or his/her designee in order to live off-campus.

Lafayette College works to ensure that students residing in private off-campus housing will enjoy a positive and educational living experience in which they build upon community living skills that were learned in the residence halls and apply them to an off-campus living experience. We expect students will make a positive contribution to their neighborhood. To these ends, specific responsibilities are associated with the privilege of residing in private off-campus housing. Students living in private off-campus housing are expected to abide by State laws, City laws and ordinances, and all of the policies outlined in the *Student Handbook*. **Students who demonstrate that they are unable to abide by these policies, laws, and ordinances will be subject to disciplinary action from the College, as well as City or State Police. Consequences could include being required to move back to an on-campus residence hall.**

Placement in Private Off-campus Housing will be confirmed upon the return of the following items by the specified deadline:

1. The **Private Off-Campus Housing Agreement (this document)** signed by released student.
2. A **Certificate of Occupancy**, obtained from the Landlord. This document assures that the student renting a house or apartment complies with the applicable safety provisions of the City of Easton Minimum Housing Standard Ordinance.
3. A copy of **Signed Lease** to the Office of Residence Life. The **name, address, and phone number** of the landlord must also be included on the lease.

While living in Private Off-campus Housing students must:

1. Abide by **City of Easton Zoning and other Local Ordinances**. Including but not limited to the following:
  - a. The **City Zoning** states that no more than three unrelated persons be housed in an apartment or house. Overcrowding can result in unhealthy and unsafe conditions and may prompt the eviction of some or all of the occupants.
  - b. The **Rental Inspection Ordinance** states that any persons cited three times within a three-year period may not live within Easton City Limits.
  - c. In addition to these two ordinances, students are expected to comply with all City ordinances, including those related to noise, disorderly conduct, cleanliness, trash collection, parking, and open containers.
2. Comply with all of the policies outlined in the **Lafayette College Code of Conduct**, found within the *Student Handbook*. Whether on-campus or off, students are representatives of Lafayette College and will be held accountable for their conduct. **Failure to comply will result in disciplinary action and/or relocation to an on-campus residence hall.**

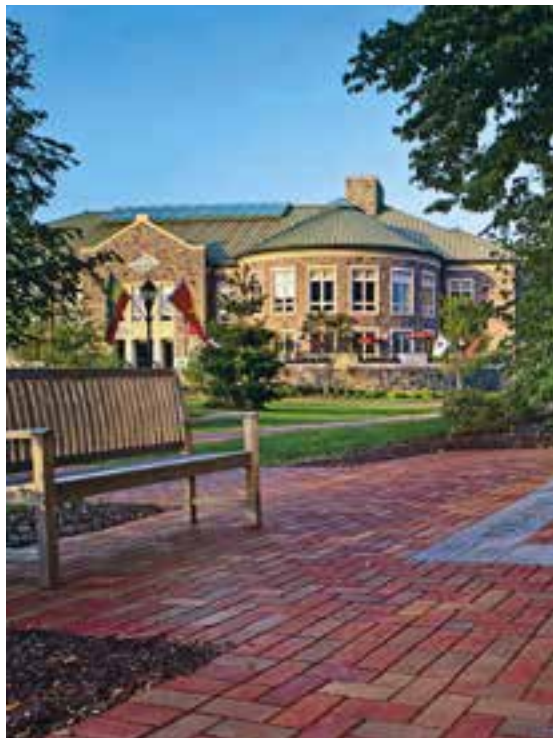
Lafayette College reserves the right to change a student's assignment to another room or residence, either on- or off-campus, or to terminate private off-campus occupancy for any default under the terms of this Agreement or the policies outlined in the *Student Handbook*.

### INITIAL TO CONFIRM THE FOLLOWING STATEMENTS

\_\_\_\_ I understand and agree to comply with the information presented herewith. If I fail to comply with any of the provisions anytime, I recognize that my off-campus permission may be revoked and I will be required to relocate into a College-owned, on-campus residence hall.

\_\_\_\_ I understand that signing this agreement confirms my assignment will be in private off-campus housing. As such, I am not eligible to participate in any other Room Selection process or Housing Lottery event. If I do not secure a lease or otherwise decide not to live in private off-campus housing, I will be assigned College housing through the waitlist after all housing and lottery process are complete.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX VI

### CONSTITUTION OF THE LAFAYETTE COLLEGE STUDENT GOVERNMENT

Easton, Pennsylvania

#### PREAMBLE

The Student Government of Lafayette College operates under the authority and through the recognition of the faculty. The Student Government shall operate in ways consistent with the basic delegation of faculty responsibility and in ways consistent with the Charter of the College, the Statutes of the College, and with such other controlling documents such as the Statement on the Rights and Responsibilities of Students.

The Student Government shall provide a forum for the voicing of student concerns on matters related to the welfare of the College in general and to the welfare of the student body in particular. The Student Government shall serve as the official medium of communication between the student body and the other constituencies of the College on matters which, in the opinion of the Student Government, should receive the attention of the Faculty, Administration, the Board of Trustees, or any combination thereof.

#### ARTICLE I: NAME

This organization shall be known as the Student Government of Lafayette College.

#### ARTICLE II: PURPOSE AND FUNCTION

The Student Government is the representative governing body of the undergraduates of Lafayette College. In addition to providing a forum for the free exchange of ideas on matters of general concern to the College community and to communicate such concerns as the Student Government deems desirable to appropriate College agencies, the Student Government shall:

- A. Supervise the co-curricular life of the Student Body to the extent that the Faculty has itself been delegated authority to do so;
- B. Supervise the general operation of student organizations by:
  1. Granting recognition to organizations whose purposes are in accordance with the Statement on Rights and Responsibilities of Students and the Student Code of Conduct in the Lafayette College *Student Handbook* and whose College resource requirements can be met within the facilities of the College and budget limitations of the Student Government;
  2. Apportioning, to recognized organizations, funds allocated for that purpose by the College budget;
  3. Superintending the dissolution of organizations when the need arises.
- C. Supervise student elections;
- D. Nominate or choose student members of standing committees of the Board of Trustees or of the Faculty in ways acceptable to the parent bodies;
- E. Enforce the rules which it enacts and other College regulations which are explicitly within its jurisdiction;
- F. Represent the student body to outside agencies;
- G. Have authority to:

1. Initiate and enact changes in the Code of Conduct for implementation after review by the Faculty and the Board of Trustees;
2. Propose amendments to the Statement on Rights and Responsibilities of Students for concurring action by the Faculty and the Board of Trustees;
3. Establish committees, assign their responsibilities, appoint their membership, and create whatever other internal organization it deems necessary for carrying out the purpose stated in this Constitution;
4. Make recommendations to appropriate deciding bodies on any matter relating to the general welfare of the student body;
5. And recall student members of Faculty Committees if they have an unsatisfactory attendance record at their respective Faculty Committee meetings.

### **ARTICLE III: STUDENT GOVERNMENT RELATION TO THE FACULTY**

#### **Section 1: Suspension of Student Government Action**

- A. The Faculty may suspend any action of the Student Government which it judges to lie outside the authority of that organization or to be detrimental to the best interests of the College. Suspended actions shall be returned to the Student Government for reconsideration.
- B. To carry out the provisions of Article III, Section 1A, the Dean of Students shall act as the agent of the Faculty, reviewing all actions of the Student Government and deciding whether any should be suspended or reviewed by the entire Faculty. He/She shall report actions of the Student Government to the Faculty when appropriate, and he/she shall report actions which have been suspended to the next regular meeting of the Faculty for suitable action at that meeting or the next regular meeting.

#### **Section 2: Instructions to Committees**

- A. The Student Government or its Executive Committee shall have the right to ask the Faculty to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.
- B. The Faculty or its Clerk shall have the right to ask the Student Government to direct any of its committees to provide information, undertake studies, prepare recommendations, or perform other appropriate duties.

#### **Section 3: Joint Committees**

The Student Government and the Faculty may, at such time that it is acceptable to both bodies, establish joint committees of the Student Government and the Faculty. The composition and mission of such committees shall be determined jointly by the Student Government and the Faculty.

### **ARTICLE IV: ORGANIZATION AND PROCEDURES**

#### **Section 1: Meetings**

- A. Regular meetings of the Student Government shall be held weekly throughout the College year. A regular meeting may be cancelled provided a motion from a Class Representative is passed by two-thirds of the Student Government present and voting at a regular meeting.
- B. Special meetings may be called by the President or one-third of the Class Representatives petitioning the President in writing.

#### **Section 2: Quorum**

A majority of the Class Representatives shall constitute a quorum for the transaction of all business of the Student Government.

#### **Section 3: Parliamentary Procedure**

The rules contained in the most recent edition of Robert's Rules of Order shall govern all actions of the Student Government.

#### **Section 4: By-Laws**

The Student Government shall have the power to write By-laws to effect the purposes of the Constitution.

#### **Section 5: Legislative Functions**

A motion involving change in established policy or of significance to the Student Government shall not be voted on until a meeting held at least 24 hours following that meeting at which the motion is presented or unless notice of intent to propose such a motion is made at least four days before the meeting, in writing, to each Class and Associate Representative. This rule may be suspended by the unanimous vote of the Student Government present and voting.

### **ARTICLE V: MEMBERSHIP**

The Student Government shall have 15 Class Representatives with voting power: five shall be elected from the first-year class, five shall be elected from the sophomore class, and five shall be elected from the junior class. All Representatives will be elected from the full-time students of Lafayette College. All of the Class Representatives shall have the right to vote on matters of the Student Government.

### **ARTICLE VI: ELECTION OF REPRESENTATIVES**

#### **Section 1: Eligibility**

All full-time enrolled students who are not on academic or disciplinary probation shall be eligible to become candidates for the Student Government.

#### **Section 2: Time of Election of Class Representatives**

Election of the Student Government Representatives shall take place in November on dates to be determined by the Student Government.



**Section 3: Transition Period**

After the election of the new Student Government in the first semester of an academic year, the previous Student Government Representatives shall retain their positions until the end of the first semester, during which two regular meetings must be held. Within the course of these meetings, the newly elected Representatives shall become familiar with the procedure and organization of the Student Government. With the beginning of the spring semester, the new Student Government Representatives will assume their positions.

**Section 4: Term**

The term of office shall extend to the end of the transition period in the fall semester of the following academic year.

**Section 5: Constituencies**

It shall be required that all Class Representatives of the Student Government, including the President, shall inform and consult their constituencies at least two times a semester, and when deemed additionally needed by the President.

**Section 6: Vacancies**

A vacancy on the Student Government shall be filled by a general election of the student body. Procedures shall be outlined in the By-laws.

**ARTICLE VII: ELECTION OF OFFICERS****Section 1: Eligibility**

- A. All sophomores and juniors who are full-time students and are not on academic or disciplinary probation at Lafayette College and have been elected as Class Representatives in the general election of that year, are eligible to become candidates for President and Vice President of the Student Government. If a student falls out of good standing, that person shall forfeit his/her position and a vacancy shall be declared.
- B. Only Class Representatives of the Student Government are eligible to become candidates for Executive Secretary and Treasurer of the Student Government.

**Section 2: Time of Election of Officers**

- A. A general election of the Student Government President and Vice President shall take place in November on dates to be determined by the Student Government.
- B. The Executive Secretary and the Treasurer shall be elected by the newly elected Class Representatives during the transition period.

**Section 3: Vacancies and Succession**

- A. Should the office of the President be vacant, the Vice President shall become the President and assume all of the responsibilities of that office.

- B. Should the office of any of the remaining officers become vacant, the Student Government shall fill that office from its ranks by majority vote.

**ARTICLE VIII: COMMITTEES****Section 1: Standing Committees**

The Student Government may form standing committees, as provided in the By-laws, to aid in the effective workings of the Student Government.

**Section 2: Ad-hoc Committees**

The President may appoint such ad-hoc committees for a specific purpose as he/she deems necessary.

**ARTICLE IX: AMENDMENTS**

Amendments to this Constitution may be proposed by a Representative of the Student Government at a regular meeting using the following procedure:

- A. At the meeting where the amendment is proposed a period of discussion shall follow;
- B. The amendment shall be referred to the appropriate committee for study;
- C. At the next regular meeting, following the meeting where the amendment was proposed, the committee shall present the amendment with the committee's recommendations. A period of general discussion shall follow, after which the amendment shall lay over until the next regular meeting;
- D. At the next regular meeting, the second meeting from that at which the amendment was originally proposed, a discussion period shall be followed by a vote;
- E. And, an amendment shall require three-fourths affirmative vote of all the Class Representatives of the Student Government, and the approval of the Faculty for it to be enacted.

**ARTICLE X: RATIFICATION**

This Constitution shall be adopted by the affirmative vote of three-fourths of the Class Representatives of the Student Government and the affirmative vote of the Faculty of Lafayette College.

## BY-LAWS OF THE LAFAYETTE COLLEGE STUDENT GOVERNMENT

Easton, Pennsylvania

**ARTICLE I: FACULTY AND TRUSTEE COMMITTEES****Section 1: Procedure for appointing student members to Faculty Committees**

- A. The Vice President of Student Government shall solicit student selection criteria from each of the Faculty Committee Chairs.

- B. The Vice President shall then request letters of application from the Student Body. It shall be the duty of the Class Representatives to select the new members of the Faculty Committees by majority vote based on the recommendations submitted by the Vice President.
- C. Any student member of a Faculty Committee who is not already a Class Representative of Student Government shall then be an Associate Representative of the Student Government. He/She shall be encouraged to attend the regular meeting of the Student Government following meetings of his/her Faculty Committee; he/she shall also be required to attend any meeting of student members of Faculty Committees at the request of the Vice President of the Student Government, also under the rules and provisions of the Student Government. Associate Representatives shall have the right to make and second motions at the Student Government meetings, but shall not have the right to vote.

#### **Section 2: Procedures for recommending students to serve on Trustee Committees**

- A. The Student Government shall request letters of application from the Class Representatives and the general Student Body for Trustee Committee positions.
- B. To be nominated for a specific committee, the student:
  - 1. Should serve on a Student Government and/or Faculty Committee closely related to the particular Trustee Committee;
  - 2. Or, in some instance, have the necessary qualifications to effectively serve on that committee.
- C. The Student Government President will name three candidates for each committee.
- D. These nominees shall be forwarded to the Secretary of the Board of Trustees by the President or Adviser of the Student Government.

### **ARTICLE II: ELECTION OF REPRESENTATIVES**

#### **Section 1: Procedure for electing Class Representatives**

- A. Any full-time student of Lafayette College, who is not on academic or disciplinary probation, is eligible to run for a Representative position on the Student Government.
- B. A candidate must submit in writing a request to be placed on the ballot and a petition having at least one-hundred signatures of full-time students of Lafayette College.
- C. If a candidate is a full-time student studying abroad, the candidate is ineligible to run for the President and Vice-President positions of the Student Government.
- D. If a candidate has previously served on Student Government but was impeached, resigned, or their seat

was declared vacant, in order to run for re-election, the candidate must appeal successfully to the current elected representatives of Student Government in order to be placed on that year's ballot. This shall be known as the Appeals Process.

- 1. The appeals process can only occur if quorum is in attendance at that week's Student Government meeting where the appeal takes place.
- 2. The outcome will be decided by a simple majority vote by the Student Government representatives in attendance at said meeting.
- 3. Candidates electing to invoke the appeals process should be prepared to answer questions from the floor, as well as these general questions:
  - i. Describe the circumstances under which they originally vacated their role within Student Government, whether voluntarily or involuntarily.
  - ii. Articulate their desire to rejoin the organization, what they have learned from their prior experience, and what has changed since their original departure.
- 4. If denied, the potential candidate may elect to appeal one additional time during the next year's general election or if a special election is called. The appeals process can only be used a maximum of two times.
- E. Each candidate may spend no more than \$50 USD for the purpose of campaigning. Any candidate exceeding this amount will be subject to disqualification upon majority vote of the Student Government.
- F. All students will be given the opportunity to vote for all Class Representative positions.

#### **Section 2: Procedure for filling a vacancy of a Class Representative**

- A. The Representation Chair of the Student Government shall request letters of application from members of the class that lost representation.
- B. Two weeks after the request is made, a general Student Body election will be held to fill the vacancy.

#### **Section 3: Procedure for filling a vacancy of an Associate Representative on a Committee of the Faculty**

- A. The Vice President of the Student Government shall request letters of application from the Student Body.
- B. It shall be the duty of the Class Representatives to select the new members of the Faculty Committees by majority vote based on the recommendations submitted by the Vice President.

#### **Section 4: Vacancies of the Student Government**

- A. A Student Government Class Representative or Associate Representative is allowed only three absences from stated Student Government meetings or three absences from his/

her standing or Faculty Committee meetings before his/her seat shall be declared vacant. Each time a Representative misses more than one-half of the meeting, as stated in the minutes, it shall be counted as one-half an absence. A Representative shall be excused if he/she missed the meeting due to the following:

1. Student Government related functions;
  2. Required academic functions;
  3. Dean's excuses issued for classes;
  4. Varsity athletic competitions;
  5. Or as deemed appropriate by the President of Student Government.
- B. If the Representative submits to the Student Government in writing his/her resignation, then his seat shall also be declared vacant.
- C. An Associate Representative's seat shall be declared vacant if he/she has missed more than 20% of the scheduled meetings of his/her Faculty Committee.
- D. A leave of absence shall be defined as the privilege to obtain three consecutive excused absences from regular meetings of the Student Government or its committees. The Student Government shall have the power to grant a leave of absence and determine the criteria for one. Under no circumstances may there be more than three consecutive absences be granted. Each absence after three is unexcused. No Representative may be granted more than one leave of absence per term in office.

### ARTICLE III: ELECTION OF STUDENT GOVERNMENT OFFICERS

#### Section 1: Procedures for electing the President and Vice President

- A. Candidates to be placed on the ballot shall be selected from the newly elected Student Government body by nomination of either outgoing or incoming Representatives.
- B. Each candidate may spend no more than \$50 USD for the purpose of campaigning. Any candidate exceeding this figure will be subject to disqualification upon majority vote of the Student Government.
- C. Each candidate must abide by a fair and respectful campaign. That includes, but is not limited to:
  1. No use of vulgar or derogatory language in posters, media, or towards other candidates, campaign tactics which could be viewed as slandering other candidates, or offensive slogans
  2. Refraining from defacing other candidate's advertisements, whether physical posters or on social media, defacing includes, but is not limited to, tearing down or damaging physical posters, or re-imaging a candidate's social media poster in a negative light
  3. Adherence to the College's poster, solicitation, and distribution of literature policies and in congruence with

spending limits imposed by the Student Government election rules

Candidates who fail to adhere to these campaign rules, will be subject to disqualification upon a simple majority vote by elected representatives of Student Government. Their behavior may also result in disciplinary actions by the College.

- A. A general election of the Student Body will be held to elect the President and Vice President. This election shall be done by plurality vote.
- B. If no singular candidate receives a plurality of the votes cast for either of the offices, a run-off election will be held to decide the President and Vice President. This election shall be done by plurality vote.
- C. All currently-enrolled members of the Student Body shall be eligible to vote in both elections.

#### Section 2: Election of Executive Secretary and Treasurer

The Executive Secretary and Treasurer shall be elected from the new Student Government membership by the plurality vote of the new and existing Student Government Class Representatives present during the transition period.

### ARTICLE IV: DUTIES OF THE VARIOUS MEMBERS OF THE BODY

#### Section 1: President

It shall be the duty of the President to:

- A. Call and preside over all meetings of the Student Government; special meetings of the Student Government may be called as described in the Constitution Article IV, Section 1B;
- B. Enforce the observance of the Constitution and the By-laws;
- C. Preside over the election and selection of Standing Committee Chairs and Student Government appointed Chairs of Committees subject to Student Government approval by majority vote;
- D. Appoint any other Special Committees he/she may deem necessary;
- E. Report to the Student Body on all Faculty and Trustee Meetings. The President shall also serve as a student member of the Board of Trustees;
- F. Act as leader and spokesperson of the Student Government;
- G. At the beginning of his/her term, submit a statement to members of the Student Government reporting the goals of his/her term, and any other information he/she deems pertinent;
- H. At the end of his/her term, submit a statement to members of the Student Government reporting the accomplishments of his/her term;
- I. And to serve as a student representative on the Faculty Academic Progress Committee.

## Section 2: Vice President

- A. It shall be the duty of the Vice President to:
- B. Assume the duties of the President in his/her absence;
- C. Serve as Parliamentarian of the Student Government unless the President appoints another student, subject to the majority approval of the Student Government. If not already a Class Representative of the Student Government, the student thus appointed shall then be an Associate Representative of the Student Government. The Parliamentarian shall oversee proposed changes to the Constitution and/or By-laws of the Student Government;
- D. Correspond with Associate Representatives and inform them of their responsibilities
- E. Hold at least monthly meetings with appointed representatives to Faculty and Board Committees, and report this information to the Student Government President and the other Representatives of Student Government during regular open meetings, which will also appear in that week's minutes.
- F. Oversee the selection process of Associate Representatives to Faculty Committees;
- G. Act as a board of review for any protests filed in relation to the elections. All protests shall be reviewed with respect to the By-laws and Constitution of the Student Government and with consultation with the Student Government Adviser;
- H. And to act as a board of review for any protests filed in relation to budget concerns. All protests shall be reviewed with respect to the By-laws and Constitution of the Student Government.

## Section 3: Executive Secretary

It shall be the duty of the Executive Secretary to:

- A. Keep full minutes of all meetings, maintain an accurate file of the minutes, and make the minutes available for inspection. Upon approval of the Student Government the minutes shall be the official record of the complete proceedings of that body. They shall especially include:
  - 1. Names of those absent and tardy;
  - 2. Report of communications;
  - 3. Names of persons making motions and amendments;
  - 4. An accurate text of each motion and amendment made;
  - 5. An indication of the results of votes taken;
  - 6. The results of all roll-call votes;
  - 7. And notification that these minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government.
- B. Send a copy of the minutes to: appropriate members of the administration, the Clerk of the Faculty, Faculty Committee Chairs, the campus news and media, all Class Representatives, Head Resident Advisers, fraternity and sorority Presidents, Associate Representatives and students who request them;

- C. Serve on at least one established Student Government Committee. Attend the two of the committee meetings of the established Student Government Committees, excluding Budget Committee, per week. These meetings will be separate from the Committee meeting on which the Executive Secretary will serve. They are to report on the meetings back to the President during Executive Committee meetings.
- D. And to perform or delegate administrative and clerical functions for the Student Government.

## Section 4: Treasurer and Budget Committee

It shall be the duty of the Treasurer and Budget Committee to:

- A. Act as custodians of all the funds of the Student Government;
- B. Present a general balance report at all regular Student Government meetings when needed, and at the instruction of the Executive Committee, present an itemized balance sheet;
- C. At the end of the term, submit to the Student Government a statement reporting the financial status of the Student Government and other pertinent information including budgets of clubs;
- D. And to oversee all allocations from the Student Activities Fund as follows:
  - 1. Meet early in the spring semester with the Student Government Adviser and the Treasurer's Office to discuss tentative budget limits for the Student Activities Fund for the following year;
  - 2. Develop a budget schedule early in the second semester that should include the following provisions:
    - a. All recognized organizations desiring financial assistance for the following academic year shall submit to this Committee a tentative budget at the Committee's request;
    - b. The Committee shall hold meetings to review each organization's budget. Each organization shall be informed of a stated Committee meeting at which a representative of that organization shall provide information to assist with Committee deliberations;
    - c. And, at a stated meeting of the Student Government, this budget shall be presented for the consideration of the Student Government. It shall be publically announced that this will be the final opportunity for an organization to discuss its final allocation. Upon a two-thirds affirmative vote of those present voting, the "Final Student Activities Fund Budget" shall be adopted by the Student Government.
  - 3. Allocate the Student Activities funds among the organizations and evaluate the usage of such monies by campus organizations. Monies may be paid only if:
    - a. The Constitution of the organization has been approved by this committee and the Student Government;



- b. And the student organization's activity is open to the entire student body.
- 4. Review and make recommendations to the Student Government concerning additional requests for monies by organizations during the year.

## Section 5: Standing and Faculty Committee Representatives

It shall be the duty of the Standing and Faculty Committee Representatives to:

- A. Attend regular meetings of their respective Committees;
- B. Discuss and act upon, with all due speed, referrals made to their respective Committees;
- C. And undertake all assignments delegated to them by their Standing or Faculty Chair.

## ARTICLE V: IMPEACHMENT

An Officer, Standing or Faculty Committee Chair, or Class Representative of the Student Government may be impeached if he/she does not execute the duties of his/her office. If a request for impeachment is moved, the body will sit as the Committee of the Whole for the proceedings. The motion shall lie over for the period of one academic week. A three-fourths affirmative vote of a quorum of the Student Government present is necessary to remove a member of the body.

## ARTICLE VI: STANDING COMMITTEES

### Section 1: The Other Standing Committees

- A. Academic Affairs Committee shall:
  - 1. Concern itself with the academic aspects of the College;
  - 2. Be responsible for the administration of the Student Government Superior Teaching Award;
- B. Campus Student Services Committee shall:
  - 1. Handle all referrals, establish programs, evaluate, and, when deemed necessary, make recommendations on the following College services:
    - a. Public Safety, including Transportation and Parking Services;
    - b. Health Center;
    - c. Counseling Center;
    - d. Dining Services;
    - e. Farinon College Center;
    - f. College mail service;
    - g. Lafayette College Store;
    - h. Career Services;
    - i. Library;
    - j. Recreation Services
    - k. and Facilities Operations.
- C. Intercultural Affairs Committee shall
  - 1. Serve as a liaison between Student Government and intercultural organizations, as well as work closely with the Office of Intercultural Development

- 2. Meet at least monthly with the Dean of Equity and Inclusion. The primary purpose of these meetings is to gauge the needs of students on campus and how the Student Government can assist with addressing the needs of intercultural groups as well as all students on campus.
- 3. Examine and explore opportunities to improve inclusivity on campus, especially involving the "Big Eight": Ability, Age, Ethnicity, Gender, Race, Religion, Sexual Orientation, and Socioeconomic Status
- 4. The Chair of Intercultural Affairs will serve on the Lafayette Intercultural Networking Council.
- D. Representation Committee shall:
  - 1. Initiate and develop a regular program to publicize Student Government actions and concerns to the campus through such means as:
    - a. Releases and recorded messages prepared for the campus radio station;
    - b. Advertisements, releases, and articles in the campus newspaper;
    - c. Posters and signs advertising Student Government meetings where outside input is especially desired;
    - d. Maintain Student Government's web site, the creation of surveys as needed, and other technology-related initiatives
    - e. And electronic media.
  - 2. Supervise the General Election of the President and Vice President of the Student Government, Class Representatives of Student Government, and participate in the George Wharton Pepper Prize selection process
    - a. To ensure the enforcement of election rules as stated in the By-laws, and shall administer the election process and count the votes with the oversight of the President and Student Government Adviser. The Chair shall also inform all candidates of their final status;
    - b. And, the Student Government President and Adviser shall act as a board of review for any protests filed in relation to the elections. All protests shall be reviewed with respect to the By-laws and Constitution of Student Government.
    - c. And be responsible for supervising all other elections that the Student Government agrees to run.
  - 3. Facilitate Student Government's relations with the Information and Technology Services Department as well as the Communications Division
- E. Student Life Committee shall:
  - 1. Act as an initiator and coordinator in the area of student activities and diversity;
  - 2. Have the responsibility for supporting major student events beyond the scope of the Lafayette Activities Forum;

3. Act as a liaison between the Student Government and groups such as Residence Hall Council, Commons Council, Interfraternity Council, Panhellenic Council, the Resident Advisers, the Class Officers, Lafayette Activities Forum, International Students Association, and Interfaith Council, and other multicultural organizations;

**F. Student Organizations Committee shall:**

1. Advise, supervise, serve and maintain constant correspondence with co-curricular student organizations throughout the year in such matters as organizations' constitutions, budgets, and any other needs organizations may have. In order to maintain this constant correspondence with the campus organizations, the committee will maintain updated lists of all officers and addresses from all campus organizations;
2. Ensure that the Constitutions of all student organizations uphold basic College policy, as outlined in the Statement on Student Rights and Responsibilities;
3. Recommend to the Student Government all student organizations' constitutions which uphold College policy and also make recommendations to the Student Government concerning all changes in these constitutions;
4. Recommend to the Student Government that the Constitution of an organization be suspended if the Student Organizations Committee believes that that organization is in violation of College policy or its own Constitution;
5. And recommend to the Student Government that it withhold or withdraw funds from any organization receiving monies from the Student Activities Fund should that organization fail to adequately perform the following duties and functions:
  - a. Hold regular meetings;
  - b. Maintain an active membership;
  - c. Abide by its Constitution;
  - d. And submit proposed changes to their Constitutions to the Committee for review and approval by Student Government.
6. Contact Recreational Services and Risk Management to determine the feasibility of supporting the club before approving the Constitution of an athletic club;
7. Have the Student Organizations Chair serve as Co-chair of the Standing Budget Committee;
8. And be responsible for the maintenance of updated versions of all club constitutions, as well as archiving original and inactive constitutions.

## ARTICLE VII: ASSISTANT REPRESENTATIVES OF

### STANDING COMMITTEES

At the discretion of the Student Government and Standing Committees, Assistant Representatives may be selected as they are needed. These Representatives will be required to attend their respective Committee meetings and shall have a vote in those Committees. They will not be required to attend the Student Government meetings, nor will they have a vote in that body.

## ARTICLE VIII: AMENDMENTS

- A. Representatives of the Student Government may propose amendments to these By-laws, or any full-time student of Lafayette College may present an amendment to the Student Government at one of its scheduled meetings. The Student Government shall study the proposed amendment and, if necessary, appoint a Special Committee to the President for the consideration of the amendment and the creation of recommendations.
- B. Proposed amendments are to be voted on no sooner than four days after the meeting at which they are presented to allow for study by the Student Government Representatives.
- C. Amendments to these By-laws shall be voted on at a meeting of the Student Government. Proposed amendments shall be subject to a two-thirds majority vote of the Representatives of the Student Government in order to become effective.

*(The Lafayette College Student Government Constitution and By-laws were revised in April 2017, under the advisement of SG Presidents Bilal Akbar '18 and L'Eunice Faust '17 and SG Adviser Paul J. McLoughlin II, Ph.D.)*



## APPENDIX VII

### POLICY ON SOLICITATION

I. Solicitation on the Lafayette College campus by College and non-College-related vendors is regulated.

II. All vendors, including both College-related student vendors (currently enrolled students, officially recognized College organizations) and non-College-related vendors (businesses or corporations, including private sellers) must receive approval to be able to solicit on campus. To receive approval to solicit on campus, the student or organization must provide the following information:

1. The date, time and location of event, as well as the sponsoring group.
2. Proof that solicitors are authorized to represent the company.
3. Demonstration that products or services are of a high quality and produced by a company that abides by the College's standards of ethical and nondiscriminatory policies.
4. The sale of products or services, including method of sale, must be consistent with standards, practices, and policies of Lafayette College and work to further the educational goals of Lafayette as an academic and residential community.
5. Products or services should be different from, or an improvement upon, the products and services already offered by the College or currently registered vendors.
6. The proposed method of solicitation must not be disruptive to campus life or College activities.

Vendors wishing to solicit in Farinon College Center or in partnership with a student organization should contact the Office of Student Leadership and Involvement. Vendors wishing to solicit in academic buildings, on campus grounds, or anywhere else on campus should contact the dean of students.

III. The dean of students or his representative maintains sole discretion of providing approval to vendors. The following criteria will serve in part as a basis for this decision:

1. The sale of products or services, including method of sale, must be consistent with standards, practices, and policies of Lafayette College and work to further the educational goals of Lafayette as an academic and residential community.
2. Products or services should be different from, or an improvement upon, the products and services already offered by the College or currently registered vendors.
3. The proposed method of solicitation must not be disruptive to campus life or College activities.

IV. The following guidelines for solicitation will be in effect for all registered vendors:

1. Solicitation is limited to the hours of 10 a.m. to 8 p.m., Monday through Friday, unless a special exemption is granted due to the nature of the business. Ordinarily, Saturday and Sunday solicitation is prohibited.
2. No solicitation may occur during final examination periods nor reading days.

3. If the salesperson is, in any way, causing a disruption to students anywhere on campus, a student may file a written complaint with the vice president of Campus Life/dean of students, and the approval to solicit may be revoked.
4. Solicitation may be further limited with regard to hours, locations, services, products, or in any other way deemed desirable by the dean of students or designee. The approval to solicit by a College-related vendor should not imply College approval, endorsement, or guarantee of the solicitor or the products or services.

V. Certain non-College-related vendors may be permitted to solicit in fraternity or sorority living groups. These vendors (e.g., stationery, fraternity paraphernalia, etc.) must first obtain a written permit from the Office of Residence Life before any solicitation occurs, even if the solicitation is carried out by a student.

The above guidelines also apply to all non-College-related vendors with permits.





## APPENDIX VIII

### POLICY ON DISTRIBUTION OF LITERATURE

The following regulations govern distribution of literature by members of the Lafayette community:

- Distribution of literature must not interfere with the educational mission or activities of Lafayette College or result in interference with the programs of the College.
- The material distributed must not be illegal or obscene in content and must adhere to the College policies on protected speech.
- The dean of students or representative may limit the time, place, or manner for distribution of literature and will work to ensure the protection of free speech.
- All advertising must comply with the College nondiscrimination policy.
- Materials advertising an event should include date, time and location of the event, as well as the sponsoring group.
- Signs are not permitted to be posted on glass doors, windows, or painted walls.
- Signs must be attached using materials that will not damage property and in concert with any building-specific policies (e.g., Farinon College Center or Residence Life posting policies).
- Signs may not advertise alcohol or illegal substances.
- Individuals are required to follow policies for posting in all campus locations; in general, fliers should only be posted on bulletin boards.

The distribution of literature on College property by outside individuals or entities is prohibited unless advance permission is granted by the vice president of Campus Life/dean of students.

The stipulations above are not intended to prohibit the distribution of information by Lafayette College. Requests for permission to distribute literature on campus should be directed to the vice president of Campus Life/dean of students. Requests for permission to distribute literature within Farinon College Center should be directed to the director of Student Leadership and Involvement.

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